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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 31]

गोपाल, शुक्रवार, दिनांक 30 जुलाई 2021—श्रावण 8, शक 1943

## भाग ४

विषय—सूची

(क)	(1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति क प्रतिवेदन	(3) ससद् मे पुर स्थापित विधेयक
(ख)	(1) अध्यादेश	(2) मध्यप्रदेश अधिनियम,	(3) ससद् के अधिनियम
(ग)	(1) प्रारूप नियम,	(2) अन्तिम नियम	

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

अध्यादेश

### उच्च शिक्षा विभाग

मन्त्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 29 जुलाई 2021

क्र-आर-96-सीसी-2021-अडतीस- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एव संचालन) अधिनियम, 2007 की धारा 28(1) के अनुक्रम में, श्री अरविन्दो निजी विश्वविद्यालय, इन्दौर के प्रथम अध्यादेश क्र 01 से 66 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है सस्था क उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे

प्रथम अध्यादेश क्र. 01 से 66

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह मलावी, अवर सचिव

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 1****Faculty and Name of Programme of Sri Aurobindo University, Indore**

Sri Aurobindo University offered following Faculty mentioned in column (2), Level of Program as mentioned in column (3) and Name of Program as mentioned in column (4)

S.NO 1	Faculty 2	Level of Program 3	Name of Program 4
1.	Faculty of Medicine	Under Graduate	M B.B S.
		Post Graduate	M.S /M.D.
			Master of Forensic Science
			M.Sc. Medical Biochemistry
		Super-specialty	D M./ M.Ch.
		Doctoral	Ph.D , Fellowship
2.	Faculty of Dentistry	Post-Doctoral	D.Sc.
		Under Graduate	B D.S.
		Post Graduate	M D.S.
		Doctoral	Ph D , Fellowship
3.	Faculty of Physiotherapy	Post-Doctoral	D.Sc.
		Under Graduate	B P.T.
		Post Graduate	M P.T
		Doctoral	Ph D., Fellowship
4.	Faculty of Nursing College	Post-Doctoral	D Sc
		Under Graduate	Post Basic B Sc
		Post Graduation	B.Sc. Nursing
			M Sc Nursing
5.	Faculty of Rehabilitation Science	Doctoral	Ph.D., Fellowship
		Under Graduate	B.A.S.L.P./BPO
		Post Graduate	M.Sc. in Audiology/M Ed./MPO
			M Sc. in Speech-Language Pathology
		Post Graduate Diploma	Post Graduate Diploma Course in Auditory Verbal Therapy
		Master of Philosophy	M.Phil.
6.	Faculty of Occupational therapy	Doctoral	Ph.D., Fellowship
		Under Graduate	B O.T.
		Post Graduation	M.O.T.
7.	Faculty of Allied and Paramedical Sciences	Diploma	Ph.D , Fellowship
			Diploma in O.T. Technology.
			Diploma in Dialysis Technician.
			Diploma in X-Ray Radiographers.
			Diploma in Medical Laboratory.
			Diploma in Paramedical Ophthalmic Assistant
			Diploma in perfusionist Cardiac Surgery

			Technician.
			Diploma in Cath -Lab Technician.
			Diploma in Optometric — Refraction.
			Diploma Anesthesia Technician.
			Diploma in Sanitary Inspector.
			Diploma in Blood Transfusion.
			Diploma in clinical Biochemistry.
			Diploma in Microbiology.
		Under Graduate	Bachelor In Medical Lab Technology
			Bachelor in X-Ray & Radiological Imaging.
			Bachelor in Prosthetics and orthotics
		Post Graduate	Master in Prosthetics & Orthotics
			Master In Medical Lab Technology
		Doctoral	Ph.D., Fellowship
8.	Faculty of Management	Under Graduate	BBA
			BBA in Hospital Administration
		Post Graduate	MBA
			Executive MBA
			MBA in Hospital Administration
			Integrated BBA+MBA
			Integrated B com + MBA
		Post Graduate Diploma	PGDM
		Master of philosophy	M.Phil.
		Doctoral	Ph.D , Fellowship
		Post-Doctoral	D.Litt.
9.	Faculty of Law	Under Graduate	LLB
			Integrated BBA+LLB
			Integrated BA+LLB
			Integrated B Com + LLB
		Post Graduate	LLM
		Master of philosophy	M.Phil.
		Doctoral	Ph D , Fellowship
		Post-Doctoral	LL D.
10.	Faculty of Commerce	Under Graduate	Bachelor of Commerce / B.Com Research 4 year CBCS
		Post Graduate	Master of Commerce
		Master of Philosophy	M.Phil.
		Doctoral	Ph.D.
		Post-Doctoral	D Litt.
11.	Faculty of Ayush	Under Graduate	B.A M.S./B.H.M S./B U M.S./B Y.N.S.
		Post Graduate	M S/M.D /M.Y.N S.
		Doctoral	Ph.D
		Post-Doctoral	D.Sc.

12.	<b>Faculty of Arts</b>	Under Graduate	Bachelor of Art / B.A. Research 4 year CBCS
		Post Graduate	Master of Art
		Master of Philosophy	M Phil.
		Doctoral	Ph D
		Post-Doctoral	D.Litt.
13.	<b>Faculty of Social Sciences and Humanities</b>	Under Graduate	Bachelor of Art / B.A. Research 4 year CBCS
		Post Graduate	Master of Art
		Master of Philosophy	M Phil
		Doctoral	Ph D
		Post-Doctoral	D Litt.
14	<b>Faculty of Home Science</b>	Under Graduate	B.Sc. (H.Sc.)/ B Sc. (H.Sc.) Research 4 year CBCS
		Post Graduate	M Sc (H Sc )
		Master of Philosophy	M.Phil.
		Doctoral	Ph.D.
		Post-Doctoral Science	D Sc
15.	<b>Faculty of Science</b>	Under Graduate	B.Sc / B Sc. Research 4 year CBCS
		Post Graduate	M Sc
		Master of Philosophy	M Phil.
		Doctoral	Ph D
		Post-Doctoral Science	D.Sc.
16	<b>Faculty of Life Science</b>	Under Graduate	B Sc / B Sc Research 4 year CBCS
		Post Graduate	M Sc
		Master of Philosophy	M.Phil.
		Doctoral	Ph D
		Post-Doctoral Science	D Sc.
17	<b>Faculty of Vocational Studies</b>	Under Graduate	B.Voc
		Post Graduate	M.Voc.
		Doctoral	Ph.D
18.	<b>Faculty of Media and Mass Communication</b>	Under Graduate	B.J.M.C.
		Post Graduate	M.J.M.C
		Doctoral	Ph D
19	<b>Faculty of Pharmacy</b>	Under Graduate	B.Pharmacy
		Post Graduate	M.Pharmacy
		Doctoral	Ph.D

20.	<b>Faculty of Engineering</b>	Under Graduate	B.E./B.Tech
		Post Graduate	M E /M Tech
		Doctoral	Ph D.
		Post Doctoral	D.Sc

The Faculty/Program/ Course listed above are not comprehensive and the University reserves the right to add, delete and Alter the Program/Course as required, as per the Decision of the Academic Council and after approval of the Governing Body of the University, subject to approval of the Regulatory Commission.



**SRI AUROBINDO UNIVERSITY, INDORE**  
**ORDINANCE NO. 02**  
**ADMISSION, ENROLLMENT AND MIGRATION**

**1. DEFINITIONS:**

In this Ordinance, unless there is anything repugnant in the subject or context;

1.1 "Equivalent" examination means an examination which has been conducted by;

1.1.1 Any recognized Board of Higher Secondary Education, or

1.1.2 Any Indian University /Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.

1.1.3 Any other foreign qualifications considered equivalent by appropriate authority.

1.2 "Qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of University.

**2. ADMISSION PROCEDURE:**

2.1 Admission in the University shall be made strictly on the basis of Merit.

2.2 Merit for admission in the constituent Institutions of University may be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the Entrance Test conducted at the State or National Level, as per the norms of the Regulating Bodies or by common entrance test of the University.

2.3 The application for admission shall, among others, be accompanied by

2.3.1 The School /College Leaving Certificate/Transfer Certificate signed by the Head of the Institutions last attended by the student,

- 2.3.2 True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.
- 2.3.3 If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.
- 2.3.4 Any other document as required by Concerned Institution.
- Provided that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.
- 2.4 No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by this University as equivalent to the qualifying examination for a student of the University.
- 2.5 An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.
- 2.6 No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination, in any institution without the approval of the Vice-Chancellor. Vice-Chancellor may permit such candidate in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of studies in case of post-graduate examination.

2.7 No person, who is under sentence of rustication from another University or a teaching Institution connected this University shall be admitted to any course or study in Institution of this University.

2.8 Admission of students to all institutions, those for Medicine, Dentistry, Nursing, Physiotherapy, Speech & Hearing, Occupational therapy, Allied and Paramedical Sciences and other faculties in each academic year shall be completed by the first day of the academic session. Admission in various faculties shall be as per the norms of apex council.

Provided that, a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission in the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand automatically as cancelled

2.9 The list of admitted students in medical & other related course should also be made available to NMC, DCI or any other respective apex council, to as well as Director Medical Education Department or any concerned government department, Government of M.P. and Admission & Fee Regulation Committee constitute under M.P. Niji Vyavasayik Shikshan Sansthan (Pravesh ka Viniyaman Avam Shulkka Nirdharan) Adhiniyam 2007 within One week from the last date of admission or as may be prescribed by competent authority.

2.10 The admission procedure as prescribed if any, by Medical Education Department or concerned government department, Government of M.P. and other Regulatory State & Central bodies for professional & technical courses will be followed.

### **3. LATE ADMISSIONS:**

3.1 A student admitted to an Institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent institution of the University and has paid his/her fees in the former institution up to the preceding month.

3.2 The Head of the Institution may permit a student to change his optional subjects

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for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission as prescribed by Competent Authority. No change thereafter shall be permitted.

**4. TRANSFER OF STUDENT:**

- 4.1 No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- 4.2 Subject to the provision contained in Para (1) above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.
- 4.3 If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:
- 4.3.1 Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
- 4.3.2 Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.

When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such instalment of Tuition fees as he has already paid in the Institution from which he is transferring.

**5. DISCIPLINE:**

- 5.1 Every student in the University shall at all times be of good behaviour, show diligence, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is student and of the University
- 5.2 When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absenteeism, the Head of the Institution with the approval of Vice Chancellor may, according to the nature and gravity of the offence:
  - 5.2.1 Suspend such a student from attending classes at a time; or
  - 5.2.2 Expel such a student from the institution; or
  - 5.2.3 Disqualify such a student from appearing at the next ensuing examination, or
  - 5.2.4 Rusticate such a student.
- 5.3 Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- 5.4 The Head of the Institution concerned shall have power to suspend, for such time as may be necessary, a student temporally from the Institution pending inquiry into his conduct in connection with an alleged offence.
- 5.5 The period, during which a student remains suspended for completion of an inquiry shall be reckoned in the calculation of his attendance for appearing at an examination, provided he is found innocent.
- 5.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- 5.7 The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

**6. ENROLLMENT OF STUDENTS:**

- 6.1 A person, who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the

Registrar.

- 6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrolment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the College to which the student has been admitted.
- 6.3 i) No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his/her name is borne on the Register of Enrolled Students.
- ii) The fee for enrollment paid by a student shall not be refunded under any circumstances.
- 6.4 The procedure for submission of application for Enrolment of students by colleges shall be as follows;
- 6.4.1 Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.
- 6.4.2 On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student.
- 6.5 No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.
- 6.6 A student who is enrolled in the University may apply for a change/correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable) and required documents along with affidavit.
- 6.7 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.

- 6.8 Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change/correction in the name
- 6.9 In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- 6.10 Name of the student will only be changed provided procedure as per law and prevailing rules / regulations .

**7. MIGRATION:**

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds if he/she applies along with migration form and prescribed migration fees as decided by university.

However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as NMC, DCI, INC, BCI & AICTE or any other statutory body.

**8. CONSIDERATION FOR SPECIAL CATEGORIES:**

Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Govt. or applicable extant instructions from time to time.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 03****UNIVERSITY EXAMINATIONS (GENERAL)****1. DEFINITIONS:**

In the ordinance unless the context requires otherwise, following meaning shall apply.

- 1.1 "Regular candidate" means a person, who has prosecuted a regular course of study in any teaching department of the Sri Aurobindo University and seeks admission to an examination of the University as such.
- 1.2 "Ex-student /Repeater candidate" means a person, who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though the admission card was correctly issued to him by the University and seeks admission again to the said examination.
- 1.3 "Detained Candidate" means the candidate who has taken admission in the University as a regular student but he has not been permitted to appear in the examination due to shortfall of attendance, indiscipline or by any other reason.
- 1.4 A "regular course of study" means:
  - 1.4.1 In case of the student pursuing Medicine and Dentistry course, attendance should be at least seventy five percent of lectures and eighty five percent of practical and clinicals conducted separately. This will vary according to the apex controlling authority norms at different times.
  - 1.4.2 In case of students pursuing course of other faculties should attend the theory and practical classes as prescribed by governing council.
  - 1.4.3 Courses where no governing council exist student should attend 75% theory and Practical Class separately.
- 1.5 "Forwarding officer" means: The Principal of the college/HOD where the candidate had prosecuted a regular course of study. Attested means attested by the forwarding officer.



**2. ADMISSION OF A REGULAR CANDIDATE TO AN EXAMINATION OF THE UNIVERSITY:**

- 2.1 Candidate can get admission in regular course, provided they have applied in the course/ College and got selected. Also the regular candidates must possess the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
- 2.2 Where a candidate offers an additional/optional subject for an examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject.
- 2.3 In computing the attendance for fulfilment of the condition regarding prosecution of regular course of study;
  - 2.3.1 Attendance at lectures delivered and practical/clinical/ sessional, if any held during the academic session shall be counted.
  - 2.3.2 Attendance shall be calculated from the date of commencement of course.
  - 2.3.3 Attendance by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the second/supplementary examination.
  - 2.3.4 Attendance at N.C.C./N.S.S Camp during the session shall be taken as full attendance at Lectures/Practical on each day of camp and the days of journey to such camp.
  - 2.3.5 Participation as a member of a University/College team in any inter University or Inter -Collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participation therein.
- 2.4 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding ten percent of the total number of lectures delivered and practical/clinical/sessional held in each subject may be condoned by the Vice Chancellor.
- 2.5 A regular candidate eligible for an examination shall submit their examination

- form on or before the last date notified by the Controller of Examination.
- 2.5.1 Submit an examination form for appearing to the examination through the Dean/Principal/Head of the University Teaching Departments indicating the subject in which he desires to present himself for the examination.
- 2.5.2 Pay along with the examination form, the fee prescribed for the examination concerned together with a fee for the supply of marks obtained by him/her in each paper at the examination.
- 2.6 The head of Institute shall forward the application submitted by regular candidates together with the examination fee and marks fee to Controller of Examinations on or before the last date notified for the purpose by the University. In case of each application, the Head of Institutions, shall certify that the candidate;
- 2.6.1 Possesses the minimum academic qualification as prescribed by Regulatory Body/ Sri Aurobindo University, for appearing at the examination to which he seeks admission.
- 2.6.2 Is having good conduct.
- 2.7 The Head of the Institutions/college, concerned shall send to the Controller of Examinations at least three weeks before the commencement of the examination concerned three separate lists as detailed below :-
- 2.7.1 List A: List of those candidates who have full filled the minimum criteria of prescribed attendance as per regulatory body of that course/University Policy.
- 2.7.2 List B: List of those candidates whose attendance is short by not more than 10% for condonation by the Vice Chancellor, the Principal/Head of the Institutions concerned are required to give specific reasons for condonation of shortage along with their recommendation.
- 2.7.3 List C: List of those candidates whose shortage of attendance exceeds 10% and who are to be debarred from appearing at the examination.
- 2.8 The Head of the institutions/college may detain a regular candidate from taking an examination, if he does not pay out standing college dues, or does not return the college property and all the articles and uniforms issued to him

or does not pay the cost there of in case of loss, within one month preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.

However, this detention (on grounds other than shortage of attendance) must be notified by Board of Studies.

**3. ADMISSION OF AN EX-STUDENT/REPEATER CANDIDATE TO EXAMINATIONS OF THE UNIVERSITY:**

**3.1** No ex-student /repeater candidate shall be admitted to an examination of the University unless he/she submits with his/her application for appearing in the examination:

**3.1.1** The statement of marks (in original) obtained by him/her at the said examination issued by the University together with an attested copy thereof, or

**3.1.2** In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal/Head of the College last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

**3.2** No person shall be admitted as an ex-student/repeater candidate at any examination in the various faculties if he has failed to secure the minimum marks required for passing in the sessional. In case of repeater student the norms of Statutory Bodies will always be followed.

**3.3** An ex-student/repeater candidate for an examination shall:

**3.3.1** Submit through the Head/Principal of the college, wherein he had prosecuted a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein.

**3.3.1.1** Whether he/she is a candidate for the full examination or for supplementary examination.

- 3.3.1.2 The subject or subjects in which he/she desires to present himself/herself for the examination.
- 3.3.2 Submit with his application evidence or having been admitted to the examination earlier as required in paragraph 3.1 above.
- 3.3.3 Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding Officer.
- 3.3.4 Pay the fee prescribed for the examination together with the additional fee as prescribed by university for the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed Bank Draft in favour of University or in any other manner prescribed by the University.
- 3.4 An ex-student/repeater candidate shall offer the subjects or optional papers which he/she had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper.
- 3.5 An ex-student/repeater candidate will be required to appear in the examination in accordance with syllabus specifying the scope of studies in different subjects notified in the University.
- 3.6 Every ex-student/repeater candidate shall appear at the examination center at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing. Provided that the Registrar may, for sufficient reasons, require or allow a candidate to change his/her Examination Center.
- 3.7 In the event of change of Regulations, scheme and contents in the Courses and introductions of revised schemes, the old Regulations shall continue for two academic years or four University Examinations.
- 3.8 The students of old scheme will be permitted to appear in the University Examinations for next two academic years or four University Examinations to complete the respective subjects, failing which the students shall come under the new scheme.

**4. GENERAL CONDITIONS APPLICABLE TO ALL CANDIDATES:**

- 4.1 No candidate shall be allowed to peruse more than one degree examination or more than one degree courses simultaneously in the same academic year.
- 4.2 A candidate who has passed the Bachelor's Degree Part I, or Part II Examination or the previous examination for a Master's Degree of another University may, with the permission of the Vice Chancellor be admitted to the next higher examination of the University for the Degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the Corresponding Examination. However, this clause shall be applicable to the courses which are notified in the university. The said transfer can only be allowed if candidate gets permission from competent government authority/Statutory body.
- 4.3 No person who has been expelled or rusticated from any college or University or has been debarred from appearing at a University Examination shall be admitted to any examination during the period for which the sentence is in operation.
- 4.4 The Controller of Examination shall issue an admission card in favour of a candidate if;
- 4.4.1 The application of the candidate is complete in all particulars in accordance with the provisions applicable to him/her and in order.
- 4.4.2 The candidate is eligible for admission to examination, and
- 4.4.3 The fees as prescribed have been paid by the candidate.
- 4.5 The admission card issued in favour of a candidate and also the permission given to candidate to appear at an examination may be withdrawn if it is found that:
- 4.5.1 The admission card was issued or permission was given through mistake and the candidate was not eligible to appear in the examination.
- 4.5.2 Any of the particulars/vital information given or documents submitted by the candidate in or with the application for enrolment, admission to a Institution or admission to an examination is false or incorrect.
- 4.6 The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee, as prescribed. Such card shall show at a prominent place the word "Duplicate".
- 4.7 A candidate shall not be admitted into the Examination hall unless he/she

produces the admission card before the Superintendent of the Examination Center or the invigilator or satisfies such Officers that it shall be produced. A candidate shall produce his/her admission card whenever required by the Superintendent or the invigilator

- 4.8 In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Center and he/she shall obey his/her instructions. In the event of a candidate disobeying the instructions of the Superintendent or his/her indisciplined conduct or insolent behaviour towards the Superintendent or any invigilator, the candidate may be excluded from that particular day's examination and if he/she persists in misbehaviour he may be excluded from the rest of the examination by the Superintendent of the Center.
- 4.9 If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the center or in its precincts endangering the personal safety of either of them or acts in a manner preventing to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the center and he may take help from security agencies/police.
- 4.10 If a candidate brings any dangerous weapon within the precincts of the examination center he may be expelled from the center and/or handed over to the Police by the Superintendent.
- 4.11 A candidate expelled on the any of the grounds mentioned in (4.9) or (4.10) above will not be allowed to appear in the subsequent papers.
- 4.12 In every case where action is taken by the Superintendent under (4.9), (4.10) or (4.11) above, a full report shall be sent to the University and the Board of Management may according to the gravity of the offence, further punish a candidate by cancelling his/her examination and/or debarring him from appearing at the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- 4.13 :-
- 4.13.1 The candidate may be debarred from appearing at the examination; If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying book or notes or from the answer

of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or in any other manner whatsoever, the Board or the Committee on use of unfair means appointed for the purpose by the Board may cancel his examination and also debar him from appearing at the examination of the University for one or more years according to the nature of the offence.

- 4.13.2 The University may cancel the examination of a candidate and /or debar him/ from appearing at an examination of the University for one or more years. If it is discovered after words that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tempering of University records including the answer -books, mark sheets, result-charts, diplomas and the like.
- 4.13.3 The Board may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate documents.
- 4.13.4 When the University intends to award any of the aforesaid penalties under clause (4.13.1), (4.13.2) or (4.13.3) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, if filed within the specified time before awarding the penalty.
- 4.14 A candidate, who is unable to present himself for an examination or a part due to sickness or other cause there of shall not be entitled to any refund of his/her fees. Provided that, the Vice Chancellor may in a case in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination.
- 4.14.1 Examination Fee after deduction of 50%.
- 4.14.2 Full Fee for statement of marks.

Others fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a Medical Certificate of illness, if applicable, must be sent so as to reach the Registrar not earlier than 15 days and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

Provided however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in the foregoing paragraph if he/she changes the Faculty or his/her subject in case of Post-graduate examination.

- 4.15 The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
- 4.16 A candidate whose result has been declared may apply to the Registrar in the prescribed form within twenty days of the declaration of his result for the revaluation of any of his answer books. Provided also that, no revaluation shall be allowed in case of scripts of practical, field work, sessional work test and thesis submitted in lieu of a paper at the examination.
- 4.17 A candidate, who has passed any Final Degree Examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee, as prescribed by the University.
- 4.18 No Person, who is under sentence of expulsion or rustication from an Institution, and is debarred from appearing at an examination of the University for any period of time, shall be granted a Migration Certificate during the period for which the sentence is in operation.
- 4.19 Duplicate of University Degree/Diplomas Certificates shall not be granted except in cases in which the Vice Chancellor is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has real need for a duplicate. In such cases, a duplicate of the Degree/Diploma may be granted on receipt of fee as prescribed by the University.



- 4.20 The names of first 10% to a maximum of ten successful candidates in each regular course who obtain first division in first attempt examination, other than second full examination, who obtain First Division shall be declared in Order of Merit for each class/subject as the case may be.
- 4.21 Grace marks as given by Statutory Bodies norms and/or as prescribed in respective ordinance.
- 4.22 The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a Division by one mark. Where the deficiency is not condoned, one mark shall nowhere be added. Provide that, the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 4.20.
- 4.23 The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.
- 4.24 There shall be a second full examination as far as possible in August/September or as notified on university website every year for candidates, who have failed earlier or having been admitted to the examination were unable to appear in the any teaching department/Subject of Sri Aurobindo University, provided the examination concerned is not conducted on a Semester basis. Candidates who are declared eligible to appear at a Supplementary Examination shall also be eligible to appear as supplementary candidates in these examinations. Every candidate desirous of appearing at the Second Examination shall submit an application as indicated in this Ordinance with the requisite fees. The results of candidates appearing in the Second Examination shall be declared in accordance with the provisions of the Ordinances.
- 4.25 Such candidates as are eligible to appear in the Second Examination may be provisionally admitted to the next higher class in an Institution and their attendance in the higher class shall be counted in cases they are declared successful at the Second Examination. If the candidate fails at the Examination, the admission to the higher class shall be cancelled and the candidate shall revert to the lower class.
- 4.26 The following shall be eligible to appear at the Supplementary Examination
- 4.26.1 Candidates who have failed at the examination.

- 4.26.2 Candidates for examinations other than those enumerated in (4.26.1) above, who are declared eligible to appear at a Supplementary Examination in accordance with the provisions of the respective examination Ordinance.
- 4.27 Except when provided otherwise in the Ordinance or the Regulation concerned, candidate who has been declared eligible for a Supplementary Examination may appear as a Supplementary Examination Candidate in the two examinations immediately following the examination in which he was declare to be so eligible and thereafter he shall be required to appear in all the papers at the next examination.
- 4.28 A candidate appearing in the Supplementary Examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject or group as the case may be, except when provided otherwise in the examination Ordinance concerned. Such a candidate shall be deemed to have obtained only the minimum passing marks in the subject or group as the case may be and such minimum passing marks shall be taken into account in determining the division at the examination.
- 4.29 Members (other than local members) of the Authorities, Bodies and Committees of the University, Moderators, Examiners Inspectors etc. appointed to inspect colleges or Centers of Examination shall be paid travelling allowance and daily allowance for attending meetings or for journeys connected with examinations or the affairs (other than Convocation) of the University, at the rates and subject to the conditions, being paid to other Authorities, Officers, Teachers and employees of the University from time to time as prescribed in the Ordinances/Rules.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 04****CONDUCT OF UNIVERSITY EXAMINATIONS****1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This ordinance may be called Sri Aurobindo University (Regarding conduct of Examination) Ordinance 2020.
- 1.2 This shall come into force with effect from the publication in Madhya Pradesh Gazette.

**2. DEFINITIONS:**

In this ordinance, unless the context otherwise requires;

- 2.1 "Act" means the Madhya Pradesh Niji Ayurvigyan Vishwavidyalaya Act, 2007 as amended time to time;
- 2.2 "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three year;
- 2.3 "Ordinance" means the Ordinance made under the provisions of Act;
- 2.4 "Section" means Section of the Act;
- 2.5 "State Government" means the Government of Madhya Pradesh;
- 2.6 Words and expression used but not defined in this ordinance shall have the meaning as assigned to them in the Act.

**3. OTHER DEFINITIONS:**

In this Ordinance relating to the conduct of examinations, unless there is anything repugnant in the subject or context,

- 3.1 "Academic Year" means a year commencing on such date as may be decided by the Academic Council/Statutory Council.
- 3.2 "Admission to an Examination" means the issuance of an admission card to a candidate in token of his/her having completed all the conditions laid down in the relevant Ordinance(s), by a Competent Authority of the University.

**Provided that,** a candidate who does not fulfill all such conditions may, at the discretion of the Competent Authority of the University, be admitted provisionally, however, in case all conditions are not fulfilled by him/her subsequently, his/her admission shall be liable to be cancelled.

- 3.3 "Applicant" means a person who has submitted an application to the University in the prescribed form for admission to an examination.
- 3.4 "Candidate" means a person, who has been admitted to an examination by the University.
- 3.5 "Collegiate Candidate" means an applicant who has applied for an admission to University Examination through all Department/ Recognized Institution, in which he/she has been prosecuting a regular course of studies.
- 3.6 "Examinee" means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted.
- 3.7 "Examination fee" means the fee inclusive of the fee payable for the statements of marks as may be prescribed by the competent authority from time to time.
- 3.8 "Repeater Student" is a student, who, having once been admitted to an examination of this University is again required to take the same examination by reason of his/her failure or absence thereat and shall include a student who may have joined a College / Department / Recognised Institution again in the same class.
- 3.9 **Examination:**
- 3.9.1 "Under-Graduate Examination" means an examination leading to the Graduate Degree of the University.
- 3.9.2 "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.
- 3.9.3 "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the University.
- 3.9.4 "Super Specialty Examination" means an examination leading to the Super Specialty Degree of the University after the Post Graduation.

- 3.10 "Verification" means recounting and re-totaling of marks of all answer(s) evaluated earlier, including assessment and allotment of marks to any un-assessed answer(s) in the concerned answer book.
- 3.11 "Attempt" means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- 3.12 "Unfair means committee" means the committee to investigate into the cases of unfair means which shall be constituted as per the Act.
- 3.13 "Student" means and includes a person who is enrolled as such by the University / constituent Institution, for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University.
- 3.14 **Moderation of Answer sheet:** Moderation is a process in which a second senior examiner reevaluates an answer sheet section wise irrespective of the marks given by the first Examiner. It gives the same benefit to the student as in the case of revaluation.
- 3.15 **Moderation of Question Papers:**
- 3.15.1 Moderation of Question Papers is a process where a moderator moderates the Question papers previously set by the paper setters.
- 3.15.2 Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this Ordinance shall apply to all persons who seek to take the examinations of the University.
- 3.15.3 A collegiate candidate, desirous of taking a University examination, unless otherwise provided in any Ordinance, shall prosecute a regular course of study in one or more Colleges / Departments / Recognized Institutions of the University for the Course leading to the examination for which he/she applies for not less than the period prescribed in the concerned Ordinance.
- Explanation.**—Prosecution of a regular course of study', means attendance atleast not less than 75% of the lectures delivered in each subject of the course of instruction and 80% in practical work for the examination during the total academic period or as prescribed concerned apex council, Attendance in both cases shall be calculated

till such date before the commencement of the written examination or up to the end of the academic term whichever is later.

- 3.15.4 The Principal / Dean shall send to the Controller of Examinations a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University from his college, two weeks before the date of the commencement of the written examination.
- 3.15.5 Notwithstanding anything in any Examination Ordinance, the following provisions shall apply in regard to the deficiency in attendance at lectures and practical for the course of study in the various faculties, namely :—
- 3.15.5.1 A deficiency of attendance at lectures or practicals maximum to the extent of 10% may be condoned by the Vice Chancellor on being satisfied that the same deficiency in attendance was due to circumstances beyond the control of the student. The Principal / Dean shall submit to the Controller of Examinations, two weeks before the commencement of the examination, a list of such students whose deficiency has been condoned stating the reasons thereof.
- 3.15.5.2 In no case the deficiency above 10% shall be condoned.
- 3.15.6 A collegiate candidate shall submit his application form for admission to the examination through the Principal / Dean of his college along with prescribed fees.
- 3.15.7 The Principal / Dean shall forward such forms and fees to the Controller of the Examinations on or before the date notified by the University.
- 3.15.8 Application forms received after the prescribed date will not be accepted.
- 3.15.9 Candidates who have migrated from other Universities or Boards shall produce a Migration Certificate from the concerned University or Board along with two copies of their attested photo copies with the application for admission to an examination in the University.

- 3.15.10 The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council/Statutory council.
- 3.15.11 The Board of management shall notify the academic terms, vacations and holidays for the Academic year at or before the commencement of the said academic year.
- 3.15.12 The Board of management shall notify the University Holidays and the discretionary / special holidays in a particular academic year.
- 3.15.13 The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council on the recommendation of Faculties and Boards of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses leading to the examination.
- 3.15.14 No question shall be put at any University Examinations calling for or necessitating a declaration of religious faith and / or belief on the part of the examinee.
- 3.15.15 –
- 3.15.15.1 A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees under any condition.
- 3.15.15.2 If a candidate suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He/She may be debarred for one term from appearing in further examination and/or a fine of Rs.5000/- or as decided by controller of examination from time to time will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.
- 3.15.16 All examinations except viva-voce shall be conducted by means of printed or cyclostyled question papers including such other modality as may be

prescribed by the University from time to time. They shall be sent to the examinees on the same day and at the same time and hour at all examination centers.

3.15.17 Notwithstanding anything contrary to this Ordinance, no person shall be admitted to a University Examination if he / she have already passed the same examination or corresponding examination of any other University, which has been recognized as equivalent to that examination.

3.15.18 The University shall prepare and publish a Schedule of Examinations for each and every course conducted by it at least **3 months** before the examinations.

**Explanation :** "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.

3.15.19 As per Act, All arrangements for the conduct of the Examinations shall be made by the Management Council and Academic council. Various other duties assigned to Board of management related to examination including arrangements for publication of results of examinations and other tests.

For the smooth and time bound declaration of results and for the fast disposal of the other matters of examination related to the Board of management, the Academic council may appoint a high power committee "Board of Examination".

3.15.19.1 The "Board of Examination" will consist of the following members:-

3.15.19.1.1 Vice-Chancellor who shall be the Chairman of the Board;

3.15.19.1.2 The Dean of the Faculty concerned.

3.15.19.1.3 The controller of examination (secretary).

3.15.19.1.4 The Chairman of the Board of Studies concerned;



- 3.15.19.1.5 One local member of the Academic Council to be nominated by the Vice-Chancellor.
- 3.15.19.1.6 One local members of the Board of management to be nominated.
- 3.15.19.2 The "Board of Examination" shall have all the powers of the Board of management and Academic Council for the conduct of examination and publication of the results,
- 3.15.19.3 The Board of management/ Board of Examination, may, authorize the Controller of Examination to publish the results of the examinations as passed by the "Special Result Committee" on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Principals of the colleges concerned.
- 3.15.19.4 The "Board of Examination" shall be responsible to make all the arrangements for the conduct of free and fair Examinations.
- 3.15.19.5 All the decisions taken by the "Board of Examination" shall be placed in the very next meeting of board of management.
- 3.15.19.6 If the board of management is appealed against any decision taken by the "Board of Examination" the Board of management will have the power to revert the decision taken by the "Board of Examination".
- 3.15.19.7 The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he/she deems it necessary.
- 3.15.19.8 The tenure of "Board of Examination" shall not be more than four years.

#### **4. CONTROLLER OF EXAMINATION(COE):**

- 4.1 Controller of Examinations (COE) shall be principal officers of the University, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.

- 4.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- 4.3 He/she shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- 4.4 He/ She shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- 4.5 He/ She shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.
- 4.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.
- 4.7 The controller of examination shall supply sufficient number of copies of question paper and Answer books required at each center to the center incharge in reasonable time.

#### **5. EXAMINATION CENTERS AND MANPOWER:**

- 5.1 Controller of Examinations in consultation with the Registrar shall identify centers to conduct the University, Theory, Practical/ Clinical examinations in various institutions for different courses and obtain VC's approval.
- 5.2 The examination centers for Theory examinations shall have adequate space and furniture for making arrangement for seating students allotted to the center.
- 5.3 The examination center for theory examination shall have provision of Secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.
- 5.4 The practical/Clinical examinations shall be preferably held in the respective departments of the Institutions.
- 5.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 5.6 The Controller of Examinations shall appoint the manpower required to conduct theory, Practical/ Clinical examinations in various center.
- 5.7 The person's whose relative is appearing for the examination, shall not be

assigned any responsibility of that examination or that Center.

- 5.8 The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centers if he/she is satisfied that there has been a leakage of question paper/papers or any other irregularity that warrants such a step.
- 5.9 Controller of examination may change the examination center of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 5.10 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of an examinee, who is unable to write himself/herself on account of temporarily handicapped (who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 5.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Center Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 5.12 Subject to the provisions of this Ordinance, the Board of, Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic bodies.
- 5.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 5.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 5.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehaviour, shall be liable for

- punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehaviour.
- 5.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in this manner.
- 5.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 5.18 The squad may consist of two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 5.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report to the Controller for further action.
- 5.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the center, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- 5.21 Controller of Examinations shall appoint the Chief Superintendent of the Center (in normal course-Head of the Institution) at each center for the purpose of conducting Theory Practical / Clinical examinations.
- 5.22 Authorized Manpower required to conduct the theory examinations.
- 5.22.1 The Chief Superintendent for each center.
- 5.22.2 Superintendent for the center.
- 5.22.3 Chief Invigilator for each hall / room
- 5.22.4 Invigilators-One invigilator for every 20 students.
- 5.22.5 Supporting Staff.
- 5.22.6 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc.
- 5.22.7 Clerk to help in sorting, packing and sealing of packets of answer books.
- 5.22.8 Water men/ women - one each in Hall/ room.
- 5.23 Chief Superintendent shall appoint the personnel mentioned under 5.22.2 to 5.22.5 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the speciality of subject of examination and relatives of the

examinees. Copy of appointment order shall be communicated to the Controller of Examinations.

5.24 Chief Superintendent shall appoint the personnel mentioned under 5.22.5 in the above list from among the non -teaching staff.

5.25 Persons not assigned any examination duty, will neither be permitted to involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.

5.26 Authorized Manpower required to conduct Practical/clinical examination.

5.26.1 The chief superintendent for each center.

5.26.2 Internal and external examiners. (Appointed by the Controller)

5.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc. as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.

5.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.

5.26.5 Not more than two attenders.

5.27 Duties and Responsibilities of Chief Superintendent

5.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University

5.27.2 He /she shall be responsible and custodian of the Seal of the Institution.

5.27.3 He/she shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets, blank proforma etc.

5.27.4 He/she is authorized to appoint the personnel as mentioned in Section 5.22.2 to 5.22.5

5.27.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.

5.27.6 He/she shall arrange to physically check the Examination Hall / room

before commencement of examination for any hidden books and writing material.

5.27.7 He/she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.

5.27.8 He/she shall ensure-proper and timely distribution of Answer books and. Question papers to the examinees in each hall/room.

5.27.9 He/she shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.

5.27.10 He/she shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.

5.27.11 He/she shall ensure that the practical / clinical examinations are held in fair as per the stipulations and within prescribed time.

5.27.12 He/she shall ensure that the stationery including answer books, mark award sheets for practical / clinical examinations are provided to the internal examiner.

5.27.13 He/she shall ensure that the answer sheets of practical/ clinical examinations arranged in order and sealed in tamper proof bags.

5.27.14 He/she shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.

5.27.15 He/she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.

5.27.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behaviour of the examinees.

5.27.17 He/she shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Center as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.

5.27.18 He/she shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money, if received, and expenditure incurred in connection with the conduct of the examinations.

5.27.19 The Center Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: -

5.27.19.1 That the examinee created a nuisance or serious disturbance at the examination center.

5.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the examination work.

5.27.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidate is expelled, the Controller of Examination shall be informed immediately.

5.27.20 Unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, preferably that a teacher of the subject to the written, Examination at any session shall not, be an Invigilator at such session of the examination. However, subject teacher (Preferably HOD) should be called once at the beginning of theory paper to take care of any misprint.

5.27.21 It shall be the duty of the Center Superintendent to ensure that an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

**5.28 Duties and Responsibilities of Superintendent.**

5.28.1 Shall carry out the tasks as assigned by the Chief Superintendent.

5.28.2 He/she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

**5.29 Duties and Responsibilities of Chief Invigilator.**

- 5.29.1 He/she shall be overall responsible for disciplined and fair conduction of examinations in his/her hall/ room.
- 5.29.2 He/she shall ensure that examinees occupy their allotted seats within the stipulated time
- 5.29.3 He/she shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.
- 5.29.4 He/she shall ensure that no student carries with him/her any prohibited material like Mobile phones, I-Pad, laptop, palm discs and any other electronic devices. Calculators shall not be permitted unless permitted by the examination protocol.
- 5.29.5 He/she shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines
- 5.29.6 He/she shall ensure that the examinees do not talk either with other students or with invigilator.
- 5.29.7 He/she shall ensure that no examinee enters the hall or room after 30 minutes and no examinee leaves before end of stipulated 30 minutes from commencement.
- 5.29.8 He/she shall permit the examinee to leave the hall after 30 minutes only, if the examinee do not wish to continue writing. However their answer book and question paper shall be retained.
- 5.29.9 He/she may permit the student for attending nature calls once for not more than 5 minutes.
- 5.29.10 He/she shall ensure supply of drinking water within the hall/room.
- 5.29.11 He/she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 5.29.12 He/she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 5.29.13 He/she shall ensure that the students sign in attendance sheets and entries



of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.

5.29.14 He/she shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.

5.29.15 In cases of copying or malpractice, he/she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.

5.29.16 He/She shall follow any other guidelines issued by the Chief Superintendent from time to time.

**5.30 Examiners & moderators:**

5.30.1 Examiners and moderators shall be appointed by the Vice-Chancellor in consultation with a committee.

"The Examiners and moderators committee" shall consist of the following members:-

5.30.1.1 The Dean of the Faculty concerned who shall be the Chairman of the committee;

5.30.1.2 The Chairman of the Board of Studies concerned;

5.30.1.3 A member of the Board of Studies concerned to be nominated for the purpose by the Vice-Chancellor.

5.30.2 If during the course of an examination, an examiner becomes for any cause, incapable of acting as such, the Vice-Chancellor shall appoint any other examiner to fill the vacancy.

5.30.3 The Vice-Chancellor may, appoint a person whose name is not included in the list of names recommended by The Examiners and Moderators committee, if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the statutes and ordinance.

5.31 Each Board of Studies shall submit to "The Examiners and Moderators

committee", a panel of names, along with their addresses, phone numbers, and Email addresses, suitable for appointment as Paper Setters/Examiners in each paper of each subject/Practical assigned to that Board of Studies.

**5.31.1 The Board of Studies will recommend:**

- 5.31.1.1 A panel of not less than six names for the appointment of the paper setter of each written paper;
- 5.31.1.2 A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed;
- 5.31.1.3 A list of names of persons for appointment as examiners in each practical/viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/viva-voce examination at different centres.
- 5.31.1.4 A list of names of persons for appointment as moderators in each subject of examination.

**5.32 Vigilance Squads:**

5.32.1 The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice-Chancellor to visit the Centres of University Examination to:

- 5.32.1.1 Ensure that the University Examinations are conducted as per norms laid down.
- 5.32.1.2 Observe whether the Senior Supervisor and Block-Supervisor are following scrupulously instructions for conduct of the University Examinations.
- 5.32.1.3 Check the students who try to resort to malpractice at the time of University examinations and report such cases to the University.

5.32.2 The Vigilance Squad is authorised to visit any Examination Center without prior intimation and enter office of the in charge of Examination Center to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking candidate's identity

card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The vigilance Squad shall be authorised to detect use of malpractice and unfair means in the University Examination.

5.32.3 The Vice-Chancellor shall appoint Vigilance Squad which may include- Senior Teachers of recognized Institute/ University teachers and desirably one lady teacher; and any other person as the Vice-Chancellor considers appropriate.

5.32.4 The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice-Chancellor with a copy to the concerned Dean/Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.

5.32.5 The Dean/Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.

**5.33 Examiners:**

5.33.1 There shall be two categories of examiners. Internal and External.

5.33.2 Internal Examiner shall be a full time faculty member working in Constituent Institutions of the Sri Aurobindo University.

5.33.3 External Examiner shall be a full time teaching faculty from Universities other than the Sri Aurobindo University.

5.33.4 Both Internal and External examiners shall possess the minimum qualification and experience as prescribed by the respective Regulatory Bodies.

5.33.5 The thesis/dissertation shall be examined by two external examiners, who shall not be the examiner for theory and clinical.

5.34 The qualification of the paper setters and co-examiners shall be as follows, namely:

5.34.1 **Paper setters: Qualification: \*(As per the statutory council norms)\***

5.34.1.1 Postgraduate examinations

- Experience of teaching the subject at the Postgraduate level for at least five years. Or
- Experience of teaching the subject at the Postgraduate level for at least four years together with research experience/total teaching experience at the degree and/or postgraduate level for at least eight years. Or
- As per the concerned statutory council or apex council norms.

#### 5.34.1.2 Degree Examinations

- Teaching the subject at degree or Postgraduate level for at least five years.

#### 5.34.1.3 Diploma Examinations

- Teaching experience of at least three years of degree or five years of diploma classes.

5.34.1.4 Superspeciality. As per the concerned statutory council or apex council norms or as decided by academic council / examination of Sri Aurobindo University

5.34.1.5 Fellowship. As per the concerned statutory council or apex council norms or as decided by academic council / board of examination of university.

5.34.1.6 Certificate. As per the concerned statutory council or apex council norms or as decided by academic council / board of examination of University.

#### 5.34.2 Co-examiners: Qualification:

The qualifications shall be the same as for paper setters. The minimum teaching/ professional experience required shall be same as that prescribed in case of the paper setter:

**Provided that,** in case of postgraduate examination, degree examinations and diploma examination, where sufficient number of paper setter and Co-examiners in a subject with the aforesaid qualifications is not available, the Vice-Chancellor in consultation with the Board of Examination can change the eligibility criteria.

- 5.35 The Controller of Examinations shall maintain a permanent list of teachers (Examiners bank) in the University along with their academic qualifications, teaching experience in examination in which they have acted as examiner, moderator, and paper setter in the past and such other information as may be relevant.
- 5.36 **Internal & External Examinations:**
- 5.36.1 "Internal examiner" means.
- 5.36.1.1 In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department or College maintained by or affiliated to the University.
- 5.36.1.2 In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.
- 5.36.2 "External examiner" means an examiner other than an internal examiner.
- 5.36.3 "Co-examiner" means an examiner in a written paper other than the paper setter.
- 5.36.4 "Thesis Examiner" means two external examiners, who shall not be the examiner for theory and clinical.
- 5.37 Intimation of appointment to the examiners shall be accompanied by a copy of the instructions/guidelines relating to the examination for which they are appointed, as also information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations.
- 5.38 Each paper setter shall set and submit to the Controller of Examinations, the required number of copies of question papers that he/she sets in a sealed cover, enclosed within another sealed cover within prescribed period. He/ She shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he/she has set. Copyright of any question paper set by an examiner shall vest with the University

- 5.39 Paper-setters, who do not set and submit their question papers to the Controller of Examinations within the prescribed time limit shall, ipso facto, cease to be examiners.
- 5.40 Examiners shall be appointed for examinations to be held in that academic year; however they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.
- 5.41 A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations for future guidance / necessary action.
- 5.42 The question papers, unless otherwise specified, shall be set in English.
- 5.43 **Panel of Examiners**
- 5.43.1 The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies. There shall be a minimum of 15 examiners in external panel in each subject. Such panels can be reviewed each year by additions and deletions as required.
- 5.43.2 Controller of Examinations shall get the list of panel of examiners approved by the VC.
- 5.43.3 Controller shall short list the names of examiners for practical/ clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.
- 5.43.4 Such panel also shall be approved by Vice Chancellor.
- 5.44 **Theory Question Papers.**
- 5.44.1 The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.
- 5.44.2 Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question papers.
- 5.44.3 He/she shall get three full question papers from above three papers setters.
- 5.44.4 He/she shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and

Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examinership as paper setter as well as declare commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood) are appearing for the examination or not.

- 5.44.5 He/she Shall make arrangement to procure adequate number (Three Minimum) of sets of question papers 6 months in advance of commencement of each examination to maintain availability of adequate number sets of question papers as reserve.

**5.45 Scrutiny and Moderation of Theory Question papers.**

- 5.45.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice Chancellor.
- 5.45.2 He/she shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.
- 5.45.3 The responsibility of Moderator is to scrutinize the question paper of his/her subject.
- 5.45.4 Moderators shall not carry personal bags/ briefs/ mobile and any writing materials while entering the room of moderation.
- 5.45.5 Moderator can correct the spellings, ensure that framing of questions within the prescribed syllabus, ensure proper distribution marks and questions in sections.
- 5.45.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.
- 5.45.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- 5.45.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section

and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.

5.45.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.

5.45.10 Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.

5.45.11 One set, preferably from older lot shall be used for each examination.

5.45.12 These are replaced by new sets of Question papers from time to time.

**5.46 Printing of required number of Question papers at the time of Theory Examination.**

5.46.1 Printing of question papers in all the subjects of each Examination shall be done 1 day prior to the commencement of respective Examination.

5.46.2 One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself /herself or In charge functionary, if Controller is on leave.

5.46.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.

**5.47 Printing and safe custody of question papers**

5.47.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers

5.47.2 Pack of 10-20 question papers shall be sealed in the pre-labelled envelopes for distribution to the respective Institutions later.

5.47.3 All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centers.



**5.48 Answer Books and additional sheets.**

- 5.48.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical / Clinical examinations required in the process of University examinations.
- 5.48.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and Not coded system of examination.
- 5.48.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to-conduct Examinations.
- 5.48.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Vigilance squad etc. shall be made readily available in stock in advance.
- 5.48.5 Controller shall be responsible for distribution and proper accounting of stationary in various constituent institutions.

**5.49 Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examinations etc.**

- 5.49.1 No person can claim appointment as paper setter/examiner/moderator or any other examination work as a matter of right. Appointments of persons as paper setters /examiners/moderators shall be ordinarily made at the time of annual examination. However, if it is necessary to do so, the appointment of paper setters may be made at the time of October examinations.
- 5.49.2 The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter / examiner / moderator.

- 5.49.3 The paper setters/examiners/moderators shall follow all the Ordinances given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.
- 5.49.4 The Dean/Principal of the concerned college *shall himself / herself be the chief Superintendent/Centre Incharge. Where substitute arrangement is required, it shall be done only by prior permission of the University. However, the Dean/Principal shall alone be responsible for any lapse/ lapses occurring during the conduct of examination. The eligibility conditions of appointment of examiners will also apply to centre in charge.*
- 5.49.5 He shall ensure that the stationery required for the conduct of examinations, question papers etc. are received at the examination centre. He shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.
- 5.49.6 He shall also ensure that the students are not resorting to unfair means / practices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations along with his report. He should not leave the examination centre during the examination period.
- 5.49.7 He shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
- 5.49.8 The examination forms of the students shall be accepted by the Dean/Principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the college along with the fees so collected, by demand draft.
- 5.49.9 The receipt of examination forms in the University, the name list, summary and Admit cards of the students shall be sent to the concerned examination centres by the University generally 15 days before the commencement of the concerned examination

- 5.49.10 The Dean/Principal shall, immediately after the examination is over, dispatch the answer books to the University where coding will be done and will be sent to the CAP centres.
- 5.49.11 The Director of the CAP appointed by the University shall receive the bundles of answer books sent by the University.
- 5.49.12 The director of the CAP shall arrange for the assessment of the answer books centrally as per Central Assessment Programme prescribed by the University.
- 5.49.13 The director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions issued by the University from time to time.
- 5.49.14 As soon as the mark lists are received in the University examination section, the same should be processed immediately. After the approval of "Special Result Committee", the results shall be reported to the board of management or Board of Examination for the publication of the results.
- 5.49.15 The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed by the board of management from time to time and the University shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the colleges for distributing the same to the concerned students.
- 5.49.16 The answer papers of examinations shall be preserved for a period of at least 1 year from the date of declaration of result of the examinations concerned.
- 5.50 Notification of schedule of registration for the examinations.**
- 5.50.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.
- 5.50.2 The Head of the Institution shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected

shall be paid to the University account within 3 days, after the due date.

- 5.50.3 The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date
- 5.50.3.1 List A - List of those candidates who have full filled the minimum criteria of prescribed attendance as per regulatory body of that course/University Policy.
- 5.50.3.2 List B - List of those candidates whose attendance is short by not more than 10% for condonation by the Vice Chancellor, the Principal/Head of the Institutions concerned are required to give specific reasons for condonation of shortage along with their recommendation.
- 5.50.3.3 List C - List of those candidates whose shortage of attendance exceeds 10% and who are to be debarred from appearing at the examination.
- 5.50.3.4 List D – The list of candidates who have not qualified in internal assessment marks (as per apex council), Candidate shall not be permitted to appear in the examination.
- 5.50.3.5 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 5.50.3.6 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.
- 5.51 The Vice-Chancellor shall ordinarily appoint the Principal / Dean of College or the Head of the Institution which is designated as a centre of examination, as the Centre-in-charge / Chief Supervisor for the University

Examinations at that Centre. He/ She shall also appoint another suitable person as an independent observer to one or more centres.

5.52 Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the competent authority from time to time.

5.53 The Controller of Examinations shall supply sufficient number of copies of question and answer papers required at each centre to the Centre-in-charge in reasonable time.

5.54 The results of the examinees shall be tabulated in a prescribed form.

5.55 The results of each examination shall be prepared by a person, here in after referred to as tabulator/ Computer Programmer.

5.56 Tabulator/Computer Programmer shall be appointed by the Vice-Chancellor in consultation with Controller of Examination. Tabulator/Computer Programmer shall be either teachers of Health Sciences Colleges constituent to the University or staff members of the University office or both or an agency nominated by the Vice-Chancellor.

5.57 The results tabulated by the tabulators/Computer Programmer shall be scrutinised by a committee or person hereinafter called the "Scrutineer" appointed by the Vice-Chancellor in consultation with "Board of Examination".

5.57.1 The rates of remuneration payable to the Tabulators or Scrutineers shall be fixed by board of management from time to time.

5.57.2 The Tabulator / Computer Programmer shall perform the following duties.

5.57.2.1 Posting of marks obtained by an examinee in the tabulation Register.

5.57.2.2 Totaling of posted marks.

5.57.2.3 Indicating failures in accordance with the provisions of the Ordinance.

5.57.2.4 Stating the result at the specified place.

**(Explanation:** The result for purposes of this Ordinance includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance)

5.57.2.5 Preparation of list of examinees entitled for any awards or prizes.

5.57.2.6 Preparation of the result-sheet in the proforma prescribed for its publication.

5.57.3 "Scrutineer" means a person or committee who is appointed by the Vice-Chancellor in consultation with "Board of Examination" and who actually does the work of scrutiny of the results.

**"Scrutiny" means and includes:-**

5.57.3.1 Checking of posting made by the tabulators from the original statement submitted by the examiner;

5.57.3.2 Checking of totals/aggregates posted by tabulator/Computer Programmer;

5.57.3.3 Checking of appropriate marking indicating failures;

5.57.3.4 Checking of result prepared by the Tabulator (both in the Tabulation Register and the Result Sheet) including Distinction, Pass, Fail, Exemption etc.

**5.58 Moderation:**

5.58.1 The Vice-Chancellor shall, for the examinations of every year, appoint a Committee for moderation of results, if required, which shall consist of-

5.58.1.1 The Dean of the Faculty concerned (Chairman).

5.58.1.2 One member nominated by the Vice-Chancellor.

5.58.1.3 Examination Controller (secretary).

5.58.2 The reports, action taken and proposed by the committee shall be placed before the Vice-Chancellor; the decision taken by the Vice-Chancellor shall be final.

5.59 The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he/she deems it necessary.

5.60 The Moderation Committee shall set norms of moderation and scrutinise moderation of results which shall be placed before the Board of management or Board of Examination formed by board of management, for approval, if required.

- 5.61 A "Special Result Committee" consisting of three local members of the Academic Council shall be appointed by the Academic Council each year to approve the results of examinations. The Chairman of the committee shall be from amongst its members. No result shall be declared unless it is approved by the "Special Result Committee". The committee will directly report to the Vice-Chancellor or as per the provisions made in this statute.
- 5.62 Functions of the "Special Result Committee":
- 5.62.1 To scrutinize and pass the result of the examinations, after satisfying itself that the results on the whole and in the various subjects are in conformity with the usual standards and to give its recommend to the board of management/ Board of Examination. A copy of results shall also be sent to the Controller of Examination for publication of the results.
- 5.62.2 The "Special Result Committee" may interpret the provisions of any Ordinance, Rules and Regulations in so far as it is necessary for declaration of results, but it shall not make any alterations or changes in the Ordinance, Rules or Regulations. The interpretation of the Committee shall be placed before the Vice-Chancellor whose decision thereon shall be final.
- 5.62.3 The Committee shall, after considering the discrepancies pointed out by the Tabulators/Computer Programmer and Scrutineers, or in any case where the result is unbalanced, make its recommendations to the Moderation Committee constituted by the Vice-Chancellor from year to year, for moderation of the results, if required.
- 5.62.4 In exceptional cases, the Special Examination Committee may suggest any amendment or modification of any examination Ordinance, which, in its opinion is necessary to the committee of academic council/standing committee of academic council.
- 5.62.5 To scrutinize complaints against question papers and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor;

5.62.6 To decide cases of candidates who answered wrong paper and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor;

5.62.7 To decide cases of candidates whose answer books were lost in transit and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor.

5.62.8 To exercise such other powers as the Academic council may delegate to it from time to time.

**5.63 Retotaling and Revaluation of written Papers:**

5.63.1 Provision of system of retotaling and revaluation is available for written paper only. The provision is not available in practical or clinical and viva or Internal Assessment.

5.63.2 Student who wish to apply for retotaling and/or revaluation in one or more subject shall apply for the same in the prescribed form along with the prescribed fees with 15 days from the date of declaration of result.

5.63.3 The retotaling of paper shall be done by the University official or the professor nominated by the Vice Chancellor. Old and new marks shall be entered on the prescribed form. If the total is found different in retotaling the result shall be modified

5.63.4 Answer book for revaluation shall be coded any marks entered in the A/B shall be Hidden /covered with opaque tape.

5.63.5 Revaluation of answer book shall be done by two external subject expert other than the original examiner.

5.63.6 If the average marks awarded by the two external subject expert varies from the marks given by original examination by more than 10% of the maximum marks in the paper. Then only the result awarded by two external examiner and the two valuers and nearest to each other will be taken to represent the correct valuation. This average of marks will be awarded to the candidate for the revision of his/her result.

Provided that in case in which "if the average marks awarded by two external examiners is more than 20% of maximum marks on the paper than A/B shall be revalued by third examiner.



- 5.63.7 The A/B for the revaluation of third examiner shall be open along with marks awarded by other two valuer.
- 5.63.8 The marks awarded finally by the third examiner shall be taken to represent correct and final valuation and result recast accordingly.
- 5.63.9 Fresh results of all the students who applied for revaluation, shall be recomputed and notified by the examination controller with due approval of Vice chancellor
- 5.64 Head of passing of various courses on their respective faculties will be decided by the academic council, board of studies or the provision of the apex bodies.
- 5.65 **Number of Attempts:**
- 5.65.1 **Maximum numbers of attempts and period for passing first professional examination:** For the professional courses where the first University examination is conducted after one year, the applicant shall pass the first professional examination course as per the norms of Apex council.
- 5.65.2 Heads of passing of various courses in their respective faculties will be as per the Provision of the Regulatory Body Norms.
- 5.65.3 The candidate to be eligible to pass in a subject shall pass in all heads of passing in the respective subjects in the same attempt.
- 5.65.4 Scheme and pattern of examination of various faculties will be as listed in respective subject syllabus.
- 5.66 **The Standard of Passing :-** A candidate to be eligible to pass the examination must have obtained not less than 33% of marks in each of the passing heads of the respective subject except where percentage of passing marks has been decided by the regulatory council.
- 5.66.1 **Distinction:** 75% and above marks obtained out of the maximum marks allotted to a subject.
- 5.66.2 A candidate shall be eligible for the award of distinction only if he/she has obtained 75% or more marks in an examination in the first attempt.
- 5.67 **Internal Assessment:**
- Theory and Practical internal assessment marks shall be added as follows.**
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- 5.67.1 The number and marking pattern (Theory and practical marks distribution) of the periodicals / terminal & preliminary examination should be as per the syllabus.
- 5.67.2 After every examination for internal assessment, the result should be submitted within 15 days of the examination to the University with following formalities.
- 5.67.2.1 Result sheet should bear the signature of the students in front of their names and marks awarded.
- 5.67.2.2 The result sheet should be duly signed by the examining teacher/s and the head of the department and countersigned by the Dean/Principal of the college.
- 5.67.2.3 The result sheet should have date mentioned on it
- 5.67.2.4 The result sheet should be sealed properly.
- 5.67.3 The result of each examination should be put up on the notice board of the department of college for a period of one week.
- 5.67.4 The final result of the internal assessment examinations should be submitted to the University in the format within specified period before the start of University examination.
- 5.67.5 All the answer books, question papers and related documents should be retained with the college for at least one year after the declaration of the University examination result.
- 5.67.6 A committee should be formed at the college level to deal with the problems related to the internal assessment examinations. This committee should comprise of at least three professors and should be constituted by the Dean/Principal of the college.
- 5.67.6.1 In case of absence of student's for any of the internal assessment examinations, the committee should decide about the genuineness of the reason for absence of the student/s for the examination like sickness certificates or some other equally important reason submitted by the student. After verifying the genuineness of the reason for the absence, the committee

may allow the candidate to appear for the additional examination.

**5.67.6.2** In case of any complaint from the candidate regarding the internal assessment examination, a written complaint should be lodged with the H.O.D./Dean. Such complaints should be discussed in the committee meeting. The decision of the committee will be communicated to the student.

**5.67.6.3** A candidate who is not satisfied with the decision of the committee at college level can appeal to the University for redressal of his grievances.

**5.67.7** One additional examination should be arranged in the entire period of the course to help the student to avail the opportunity of compensating the loss due to his/her absence in any one of the internal assessment examinations (periodical/terminal/preliminary). Those candidates whose genuineness of reason for the absence is verified and who are permitted by the committee to appear for the additional examination can appear for such examination. Such an additional examination should be arranged after preliminary examination and before University examination in any case before submitting final result of Internal Assessment Examination to the University.

**5.68 Grace Mark:**

Grace Marks in allied specialty will be as per the norms of the Apex council of that faculty, in case apex council of that faculty does not mention about grace marks, the benefit of grace marks given in different head of passing will be as per norms of university.

- **Provided further** that the benefit of total gracing marks under this Ordinance, are for particular year and for particular examination, accumulation of the gracing marks cannot be claimed.

**5.69 Amendment of Results:**

**5.69.1 Due to errors: —** In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a

manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor, provided the errors are reported / detected within 2 months from the date of declaration of results. Errors detected thereafter shall be placed before the Board of management

**Error means-**

**5.69.1.1** Error in computer/data entry, printing or programming and the like.

**5.69.1.2** Clerical error, manual or machine, in totaling or entering of marks on ledger / register.

**5.69.1.3** Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

**5.69.2 Due to fraud, malpractice etc.**

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the board of management been party or privy to or connived at such malpractice, fraud or improper conduct, the Board of examinations shall have power at any time, notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf.

**5.70 Unfair means Resorted to by the Candidate (MALPRACTICE):**

**5.70.1 General:**

**5.70.1.1** On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of management/ Board of Examination, shall have power at any

time to institute inquiry and to punish for such unfair means

**Or**

- Breach of the rules by exclusion of such student from any University examination **Or**
- From any University course in a College **Or**
- In the University Department **Or**
- From any Convocation for the purpose of conferring degree either permanently **Or**
- For a specified period, **Or**
- By cancellation of the result of the student in the University examination for which the student appeared **Or**
- By deprivation of any University Scholarship held by him/her **Or**
- By cancellation of the award of any University prize or medal to him/her **Or**
- By imposition of fine **Or**
- In any two or more of the aforesaid ways within a period of one year.

**5.70.1.2** Where the examinations of the University courses are conducted by the constituent Colleges on behalf of the University, the Dean/Principal/Head of the concerned constituent College/Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/Institution examination for which he/she appeared or by

deprivation of any College/ Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.

**5.70.1.3** On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges including breach of the rules laid down for proper conduct of examination, the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his/ her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

**5.70.2 Competent Authority:**

**5.70.2.1** The board of management / "Board of Examination", shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.

**5.70.2.2** The Dean/Principal of the constituent College or Head of the Recognised Institution shall be the competent authority to take appropriate disciplinary action against the student's using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.

**5.70.3 "Definition-Unfair means"-Unless the context otherwise requires:**

**5.70.3.1** "Unfair means" include one or more of the following acts of commission or omissions on the part of student's during the examination period.

**5.70.3.1.1** Possessing unfair means material and or copying there from.

**5.70.3.1.2** Transcribing any unauthorised material or any other use thereof

**5.70.3.1.3** Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

**5.70.3.1.4** Unauthorised communicating with other examinees or anyone else inside or outside the examination hall.

**5.70.3.1.5** Mutual / Mass copying.

**5.70.3.1.6** Smuggling-out, or smuggling-in of either blank or written answer books as copying material.

**5.70.3.1.7** Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.

**5.70.3.1.8** Interfering with or counterfeiting of University/College/ Institution seal, or answer books or office stationery used in the examinations.

**5.70.3.1.9** Insertion of currency notes in the answer books or attempting to bribe any of the people connected with conduct of examinations.

**5.70.3.1.10** Impersonation at the University/College/Institution examination.

**5.70.3.1.11** Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.

**5.70.3.1.12** Or any other similar act/s of commission and/or omission/s which may be considered as unfair means by the competent authority.

**5.71 –**

**5.71.1** During examination, examinees and other students shall be under disciplinary control of the Chief Superintendent.

**5.71.2 "Chief Superintendent"** means Dean/Principal of the College concerned or Head of the University Department or Recognised Institute concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the University.

**5.75.3.1** "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.

**5.75.3.2** "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

**5.75.3.3** "Possession of unfair means material by a student" means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

**5.75.3.4** "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or



by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Sr. Supervisor or Chief Superintendent or any other authorized person to the Controller of Examinations or Dean/Principal or Head of the Institution concerned or any officer authorised in this behalf.

**5.75.3.5** "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in various clause, the presumption shall be that the material did relate to the subject of the examination.

**5.75.4** Chief Superintendent of the Examination Centre shall, in the case of unfair means, follow the procedure as under:

**5.75.4.1** The examinee shall be called upon to surrender to the chief Superintendent, the unfair means material found in his or her possession, if any, and his/her answer book.

**5.75.4.2** Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Superintendent shall also sign on all the relevant materials and documents.

**5.75.4.3** Statement of the student and his/her undertaking in the prescribed format (Appendix- I & II) and statement of the concerned Jr. Supervisor and Sr. Supervisor (Appendix - III) shall be recorded in writing by the Chief Superintendent. If the student refuses to make statement or to give an undertaking, the concerned Sr. Supervisor and Chief Superintendent shall record accordingly under their signatures..

**5.75.4.4** Chief Superintendent shall take one or more of the following decisions depending upon seriousness/ gravity of the case:

- 5.75.4.4.1** In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
- 5.75.4.4.2** Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
- 5.75.4.4.3** May report the case to the concerned Police Station (Appendix - IV).
- 5.75.4.4.4** Confiscate his/her answer book, mark it as "suspected unfair means case" and issue him/her fresh answer book duly marked.
- 5.75.4.4.5** All the materials and list of material mentioned in sub-clause (5.75.4.1) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (5.75.4.2) and (5.75.4.3) and the answer book/s shall be forwarded by the Chief Superintendent, along with his report, to the concerned Controller of Examinations / Dean / Principal / Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "suspected unfair means case".
- 5.75.4.4.6** In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Dean/Principal/Head of the Institution, as the case may be.

**5.75.5 Appointment of Unfair Means Inquiry Committee:**

- 5.75.5.1** For the purpose of investigating unfair means resorted to by examinees at the University examination, the board of management/ Board of Examination, shall appoint a Committee. The term of the Committee shall not be more than four years.

**5.75.5.2** For the purpose of investigating unfair means resorted to by examinees at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the College/Institution shall consist of five teachers (other than the Dean/Principal/Head) to be nominated by the Dean/Principal/ Head of the Institution, one of whom shall be designated as Chairperson. The members of the College/ Institution Examination Committee shall not be appointed members on the Unfair Means Inquiry Committee.

**5.75.5.3** The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the examinee/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his/her defence, that the principle of natural justice has been followed that and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

**5.75.6 Procedure of the Committee should be as under**

**5.75.6.1** The Controller of Examinations of the University/Dean/Principal of the College or Head of the Recognised Institution, or the Officer authorised by them, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/ her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

**5.75.6.2** The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her

therein. The examinee himself/herself only shall present his/her case before the Committee.

**5.75.6.3** The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the examinee should be shown to him/her by the Inquiry Committee, if the examinee presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.

**5.75.6.4** Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.

**5.75.6.5** The Committee should follow the above procedure in the spirit of the principles of natural justice.

**5.75.6.6** After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. If even after offering two chances, the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

**5.75.6.7** The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

**5.75.7 Punishment:**

The Competent Authority concerned i.e. the board of management/ Board of Examination, in the cases of University examination, the concerned Dean/Principal in the cases of College examination, and the Head in the cases of examination held by the Recognised Institution, after

taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:

- 5.75.7.1 Annulment of performance of the examinee in full or in part in the examination he/she has appeared for.
- 5.75.7.2 Debarring examinee from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- 5.75.7.3 Debarring examinee from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- 5.75.7.4 Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- 5.75.7.5 In addition to the above mentioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a examinee additional punishment/penalty as it may deem fit.
- 5.75.7.6 As far as possible the quantum of punishment should be as prescribed (category-wise) below.
- 5.75.7.7 The examinee concerned is to be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution he/she belongs to and to the Centre In charge.
- 5.75.8 The Broad Categories of Unfair Means Resorted by examinee at the University/ College/ Institution Examinations and the Quantum of Punishment for each Category Thereof.

Sr. No. (1)	Nature of Malpractice (2)	Quantum of Punishment (3)
5.75.8.1	Possession of copying material.	Annulment of the performance of the student at the University / College/ Institution examination in full *  (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No. 5.70.3.1.2 to Sr. No. 5.70.3.1.12 in addition to the punishment prescribed thereat.
5.75.8.2	Actual copying from the copying material.	Exclusion of the student from University or College or Institution examination for one additional examination
5.75.8.3	Possession of another student's answer book	Exclusion of the student from University or College or Institution for one additional examination. (BOTH THE STUDENTS)
5.75.8.4	Possession of another student's answer book + actual evidence of copying there from.	Exclusion of the student's from University or College or Institution copying examination for two additional examinations (BOTH THE STUDENTS)
5.75.8.5	Mutual/Mass copying	Exclusion of the students from College or Institution University examination for two additional examinations.
5.75.8.6.1	Smuggling-out or smuggling in of answer book as copying material.	Exclusion of the student from University or College or Institution examination for two additional examinations.
5.75.8.6.2	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.

5.75.8.6.3	Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon	Exclusion of the student from University or College or Institution examination for four additional examinations. <b>Period of exclusion shall be counted as towards attempts</b>
5.75.8.7	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the student from University or College or Institution examinations for four additional examinations.
5.75.8.8	Interfering with or counterfeiting of University /College/Institution seal, or answer books or office stationery used in the examinations.	Exclusion of the examinee/s from University or College or Institution examination for four additional examinations.
5.75.8.9	Answer book, main or supplement, written outside the examination hall or any other insertion in answer book.	Exclusion of the examinee from University or College or Institution examination for four additional examinations.
5.75.8.10	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the examinee from University or College or Institution examination for four additional examinations.
5.75.8.11	Using obscene language/violence/ threat at the examination centre by a student at the University/ College/ Institution examination to Jr./Sr. Supervisors/Chief Superintendent or Examiners.	Exclusion of the examinee from University or College or Institution examinations for four additional examinations.
5.75.8.12	Impersonation at the University/ College/Institution examination.	Exclusion of the examinee from University or College or Institution examination for five additional examinations (both the students if impersonator is University or

		College or Institute student).
5.75.8.13	Revealing identity in any form in the answer written or in any other part of the answer book part of the answer book by the student at the University of College or Institution examination.	Annulment of the performance of the student at the University or College or Institution examination in full.
5.75.8.14	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the examinee at the University or College or Institution examination in full
5.75.8.15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution Examination in full and severe punishment depending upon the gravity of the offence.

**Note:** Vice-Chancellor will have discretion to change any of the category of punishment.

5.75.8.16 If on a previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractice used at the examination, in this event, he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment for the offence, when committed at the second or subsequent examination.

5.75.8.17 Practical/Dissertation/Project Report Examination Student involved in malpractices at Practical/ Dissertation/Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

5.75.8.18 The Competent authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

\* (Note : The Term "Annulment of Performance in full" includes performance of the student at the theory as well as annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice is used thereat.)



**5.75.9 Malpractice by Faculty/Staff:**

Malpractices used or Lapses Committed by any Paper- Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination.

**5.75.9.1 Competent Authority:**

5.75.9.1.1 The board of management/ Board of Examination, shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.

5.75.9.1.2 Local Managing Committee/Advisory Committee of the constituent college shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of internal examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the internal examination conducted by the constituent / affiliated / conducted colleges' or Recognised Institution on behalf of the University. The action taken should be reported to the University within two weeks.

**5.75.9.2 Definition: Unless the context otherwise requires-**

5.75.9.2.1 "Paper-setter, examiner, moderator, referee and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.

5.75.9.2.2 Malpractice/lapses includes one or more of the following acts of commission or omissions on the part of the person/s included in (5.75.9.1.1) relating to the examination :

- 5.75.9.2.2.1 Leakage of question/s or question paper set at the University / College / Institution examination before the time of examination.
- 5.75.9.2.2.2 Examiner / Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.
- 5.75.9.2.2.3 Paper-setter omitting a question, Sr. No. of question, repeating question or setting question outside the scope of syllabus.
- 5.75.9.2.2.4 Examiner / Referee showing negligence in detecting malpractice used by student's.
- 5.75.9.2.2.5 Jr. Supervisor, Sr. Supervisor, Chief Superintendent/ Centre In charge showing negligence / apathy in carrying out duties or aiding / abetting /allowing / instigating students to use malpractice/s.
- 5.75.9.2.2.6 Or any other similar Act's of commission and or omission's which may be considered as malpractices or lapses by the competent authority.
- 5.75.9.2.3 "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain for himself/herself or for any other person or causing wrongful loss to other person/s omitting to do what he/she is bound to do as duties.
- 5.75.9.2.4 'College' means, constituent or affiliated college or recognised institution of a University.
- 5.75.9.3 Investigating Committee**
- 5.75.9.3.1 The Committee appointed by the board of management/ Board of Examination, to investigate into unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other

persons connected with the conduct of examinations at the University examinations.

5.75.9.3.2 Similarly, a Committee appointed by the College or Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated / conducted College or institution on behalf of the University.

**5.75.9.4 Procedure for Investigation of malpractice by Faculty/Staff:**

5.75.9.4.1 The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University/College / Institution shall be scrutinized by the concerned Officer / In-charge of the sub-Section / Unit to which the case is primarily pertained at the Examination Section of the University / College / Institution, who will collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section / Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

5.75.9.4.2 The Competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the

conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him / her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and why the punishment stipulated in the Show Cause Notice should not be inflicted on him/her.

5.75.9.4.3 The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge leveled against him/her therein. The concerned person/himself/herself only shall present his/her case before the committee.

5.75.9.4.4 The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.

5.75.9.4.5 Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.

5.75.9.4.6 The Committee should follow the above procedure in the spirit of principle of natural justice.

5.75.9.4.7 If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defence. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absence on the basis of

whatever evidences/documents which are available before it and the same shall be binding on the concerned implicated person.

5.75.9.4.8 The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

**5.75.10 Punishment.**

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall inflict any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:—

- 5.75.10.1 Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specific period.
- 5.75.10.2 Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.
- 5.75.10.3 Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- 5.75.10.4 The competent authority or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- 5.75.10.5 An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (5.75.10.3) above, shall lie with the Board of management if the case is pertaining to the University examination or with the management of the College or Institution, if the case is pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.

**5.75.10.6** The Competent Authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.

**5.75.10.7** The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.

**5.75.10.8** As far as possible the quantum of punishment should be prescribed category-wise as here under:-

**5.75.11** Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any other person connected with the Conduct of University / College / Institution Examinations.

S.No. (1)	Nature of Malpractice/ Lapses (2)	Punishment (3)
5.75.11.1	Paper -setter found responsible for leakage of the question set in the University / College/ Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination Work + disciplinary action by concerned authorities as per the rules applicable.
5.75.11.2	Leakage of question / question paper set in the University / College/ Institution examination before the time of examination at the University/ College/Institution or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty / responsible person/s as per the prevailing rules / standard code by the concerned authorities.

5.75.11.3	Favouring a student (Examinee) by examiner moderator, referee in assessment of answer books/dissertation/Project Report /Thesis by assigning the student marks to which the student is not entitled, at the University / College/ Institution examination.	Disqualification from any examination Work and disciplinary action by concerned authorities.
5.75.11.4	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation/ Project work, the marks to which the student is entitled to at the University / College / Institution examinations.	Disqualification from any examination work + disciplinary action by the concerned authorities.
5.75.11.5	Paper-setter omitting question at the time of finalisation of question paper set at examination or repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
5.75.11.6	Paper-setter setting questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
5.75.11.7	While assessing answer books examiner showing negligence in detecting malpractices used by	As decided by the authorities of the University / College/ Institution.

	the student/s.	
5.75.11.8	Guiding Teacher showing negligence in supervision of dissertation / Project work(e.g. use of manipulated data by a student)	As decided by the authorities of the University / College / Institution
5.75.11.9	Sr. Supervisor / Chief Superintendent showing apathy in carrying out duties related to examinations (e.g. not taking a round to the examination hall at the Examination Centre during examination period or opening the packet of question paper before prescribed time)	As decided by the authorities of the University / College / Institution.
5.75.11.10	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work upto a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University / College / Institution employee
5.75.11.11	Jr. Supervisor helping student (examinee) in mass-copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/ Institution employee.

**Note:** Vice-Chancellor will have discretion to change/modify any category of punishment.



5.75.11.12 The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person, if declared guilty.

5.75.11.13 The competent authority, may report the case of the concerned implicated person to the appropriate Police Authorities as per the prevailing act.

**5.76 Central Assessment Programme Scheme(CAP):**

5.76.1 If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the **CAP Director** along with the evidence, to the **Controller of Examinations /Dean/Principal/Head of the Institution**, as the case may be, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".

5.76.2 A prima facie case of unfair means reported to the University /College /Institution by the Chief Superintendent / Centre In charge/ Jr. / Sr. Supervisor and 'or examiners shall be inquired into by the Committee appointed by the Board of management standing committee of examination / Dean / Principal / Head of the Institution, as the case may be. In the event cases of unfair means are reported through any other sources, the concerned Officer/In-charge of the sub-section/Unit to which the case primarily pertained, at the Examination Section of the University/College/Institution shall scrutinise the case, collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a prima-facie case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit, through which the case has originated or to who the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry

Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

5.76.3 Examination Result's of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the College/Institution to which he/she belongs to, shall be informed accordingly.

#### **5.77 Preliminary:**

The conduct of examinations and declaration of results is one of the important activities of the University The Scheme of Central Assessment Programme is being introduced by way of this Ordinance with a view to:—

- Declaring the results in the shortest possible time,
- Increasing the reliability of the results,
- Maintaining uniformity and consistency in the assessment,
- Increasing accuracy and efficiency in the declaration of results and
- Creating confidence amongst the students about the assessment system.

The Central Assessment Programme shall consist of the following stages:

5.77.1 Pre-assessment work.

5.77.2 Assessment and Moderation process.

5.77.3 Post-Assessment work.

#### **5.77.1 Pre-Assessment work:**

5.77.1.1 To Fix the venue of the Central Assessment Programme (CAP):

The venue of the CAP shall be decided by the University. It shall be on the University campus.

#### **5.77.1.2 Appointment of CAP Director:**

The Director for the Central Assessment Programme shall be appointed by the University from amongst the following:

5.77.1.2.1 Dean/Principal of the concerned Affiliated College or his nominee from amongst the senior faculty members.

5.77.1.2.2 Head of the concerned Institute.

5.77.1.2.3 Head of the concerned University Department or his nominee not below the rank of Reader.

The Director Shall communicate his acceptance along with the

undertaking in the prescribed form ( Appendix- VI)

**5.77.1.3 Invitation to Examiners/ Moderators:**

The University shall provide a list indicating the number of students appearing for each subject and other relevant information to the Director. The Director / Controller of Examinations shall ascertain the number of examiners and moderators required per subject. The Director shall make arrangements regarding the space and the supporting staff required for the CAP.

The Director of CAP/Controller of Examinations shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the Director, CAP shall consult the Controller of Examinations and take decision. All the instructions regarding CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/ moderators as reported by the Director, CAP, the substitute appointments of examiners/ moderators shall be made by the CAP Director from the list of examiners provided by the University/ Controller of Examinations.

**5.77.1.4 Collection of Answer Books:**

It is the responsibility of the Dean/Principal of the College/Director of the recognized Institute to see that the answer books of the examinations held at his/her centres are sent promptly to CAP Centres / University as per instructions given by the University from time to time.

**5.77.1.5 Preparation for CAP**

**5.77.1.5.1** The Director of CAP shall make adequate arrangements to receive answer books coming from the University / examination centres from time to time.

**5.77.1.5.2** On receipt of the answer books at the CAP venue / University, the staff employed for this work shall check the number of answer books, Junior Supervisor's Reports and ascertain as to whether the number of

candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy Registrar (Exams) / or an Officer nominated by the Controller of Examinations/ Chief examination superintendent.

5.77.1.5.3 It shall be seen and verified that all the answer books of the subject, are received from the centres of examinations / University. This shall be checked with the subject wise and centre wise summaries of the examination concerned. In case of non-receipt of answer books from any examination centre / University, the Controller of Examinations / the CAP Director shall take immediate steps for receiving the said answer books from the concerned examination centre/ University.

5.77.1.5.4 The bundle of answer books so prepared shall preferably be computer - coded, masked and the coded sheets shall be inserted in the bundles of answer books. The Junior Supervisor's report shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated and further decision regarding their evaluation be taken in consultation with the Controller of Examination.

5.77.1.6 Assessment and Moderation Process:

The University shall issue instructions to the concerned on the following:

5.77.1.6.1 Consistency and uniformity in assessment.

5.77.1.6.2 Remedial measures in respect of discrepancies detected / noticed in the question Paper.

5.77.1.6.3 Unfair means noticed by the assessor/s

5.77.1.6.4 Administrative, financial and organizational details.

5.77.1.7 Post- Assessment:

The University shall issue instructions on the following:

5.77.1.7.1 Decoding / unmasking of assessed answer books.

5.77.1.7.2 Scrutiny and verification of assessed answer books.

5.77.1.7.3 Preparation and schedule of submission of mark lists to the University

5.78 In case, where any matter related to examination is required to be regulated by Statutes, Ordinances, Rules or Regulations but if no Statutes, Ordinances, Rules or Regulations are made in that behalf, the Vice- Chancellor may, for the time being, in consultation with the Board of Examination, regulate matter by issuing such directions as the Vice- Chancellor thinks necessary, and shall at the earliest opportunity or within 365 days whichever is less, thereafter, place them before the board of management or other authority or body concerned for approval as per act

5.79 Additionally the exam rules of Apex body of respective Health Science Council will be applicable, in case of any controversy the rules of University will be treated as final, or the matter as decided by the Vice-Chancellor, shall be treated as final

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 05****CONDITIONS FOR GRANT OF AWARD, FELLOWSHIPS, SCHOLARSHIPS,  
STIPEND MEDALS AND PRIZES****1. COMMITTEE:**

1.1 The awards of Fellowships, Research and other Scholarships, Stipends etc. shall be made by the Board of management on the recommendation of a Committee consisting of:

- The Vice Chancellor, as Chairperson
- Chancellor's Nominee.
- Two Deans of Faculties.
- One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
- Controller of Examination
- Chief Finance & Accounts Officer
- The Registrar as Member Secretary.

1.2 Deans will be nominated by Vice-Chancellor for a period of two years by rotation.

2. Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award shall be such as are laid down by the University from time to time.

3. The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of management in consultation with the Academic Council.

4. The award of fellowships, research and other scholarships shall be made subject to the following conditions:

4.1 The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.

- 4.2 The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc. from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He / She may, however, undertake teaching assignment of not more than nine hours= a week in the Institution, where he/she will work at the stipend as decided-in-rules.
- 4.3 The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship programme.
- 4.4 Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution where\he/she is to work, on all working days.
- 4.5 If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.
- 4.6 If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- 4.7 i) Leave for a maximum of (21 days earned leave + 12 days casual leave) 33 days in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the sanction of the Vice Chancellor. The general holidays, however, do not include the vacation period of e.g. Summer, Dusherra, Diwali, X-Mas vacations. No other leave with fellowship/scholarship shall be admissible.
- ii) The fellow/scholar may, in a special case, be allowed by the Vice Chancellor leave without stipend for a period not exceeding three months during the tenure of the award on the recommendation of the guide.
- 4.8 The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works
5. Post-graduate scholarship Instituted by the University shall ordinarily be tenable for

two academic sessions i.e. twelve months in the first year and 10 months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.

6. The scholarship shall be tenable from the 1<sup>st</sup> July if the scholarship-holder join the college within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the college
7. The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where the candidate studies.- No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.
8. The drawl of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
9. A scholarship-holder shall not combine any other course of study with the course for which the award is made.
10. A scholarship shall be cancelled in the Final Year if the scholarship-holder fails to secure at least 60% marks in the Previous Examination of the concerned Degree.
11. If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.
12. A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.
13. 13.1 Scholarship shall be liable to termination, if:
  - The scholarship-holder discontinues studies during the middle of a session; or
  - The scholarship-holder, after he has been given a reasonable

opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of Para 13 of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.

13.2 The order of termination shall be passed by the Vice Chancellor and shall be final.

### **AWARD OF UNIVERSITY MEDALS AND PRIZES**

1. The University shall award, with a view to augmenting academic interest and activities among the students. Gold and Silver medals every year on the basis of results of annual examinations.
2.
  - 2.1 The quantum of Gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.
  - 2.2 The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.
  - 2.3. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met.
3. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.
4. A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below :-
  - 4.1 A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of Marks from among the candidates appeared any of the Bachelor Degree of all faculties of SAU and other courses being run by University. However the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by



the candidates from the first university to final university examination will be computed.

- 4.2 A gold medal and a silver medal to the two candidates who have been placed in First division and have secured respectively, highest and second highest percentage of Marks from among the successful candidates of degree for the Master Degree of all faculties of SAU and other postgraduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.

The Committee comprising of the following shall select the candidates for the awards of medals and prizes:-

- i. The Vice Chancellor (Chairman)
  - ii. Chancellor's Nominee.
  - iii. Three Deans of Faculties to be nominated by the Vice Chancellor in rotation.
  - iv. Two Chairpersons of Board of Studies to be nominated by Academic council.
  - v. Registrar as secretary.
5. University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time to time.
6. Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in Para 04 may be withheld, suspended or cancelled if:-
- In respect of a year no candidate is found eligible for the award under the provision of Para 04 above.
  - The Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross Misconduct etc. (c) if the Governing Body is satisfied that the conduct of the examinee concerned at one or more of the centers was not proper.

7. The inscriptions on the medals shall be as follows:-

- 7.1 On one side of the Medal - the following words shall be inscribed over the round

shaped University emblem, विश्वविद्यालय स्वर्ण पदक और रजत पदकें as the case may be in Hindi and University Gold/Silver medal in English.

7.2 On the other side of the medal the following shall be inscribed

- .....परीक्षा (Name of examination)
- .....सकाय (Name of faculty)
- .....माह/वार्षिक परीक्षा (Semester/Year of Exam)
- .....प्रथम स्थान/द्वितीय स्थान (Position First/Second)
- .....प्राप्त कर्ता का संक्षिप्त नाम (Short name of recipient)

8. If for an examination two or more examinees are found eligible for the award for having obtained equal marks or grade point average, the medal shall be awarded:

8.1 In the case of a Bachelor's Degree Examination to both the candidates.

8.2 In case of Master Degree Examination also to both the candidates.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 06****"ACADEMIC & RESEARCH ACTIVITY GRANTS"****1. PREAMBLE:**

- 1.1 Research forms a very vital part of progress in academic matters of an Institute. The University is keen on providing research facilities in its institutions. To succeed in its goal of High Quality Research, it is necessary that the management not only provides the infrastructure but also encourages the teachers and staff to participate in research activities for sharing and updating the knowledge.
- 1.2 Knowledge is dynamic and not static. Knowledge shall not be confined within the four walls. It shall be disseminated. Knowledge multiplies by many folds, if it is allowed to be shared in classes, clinics, symposia, workshops, conferences and other scientific platforms.
- 1.3 Active research work, exposure to scientific seminars, workshops and symposia are important part of learning and spread of knowledge.
- 1.4 In view of the above the guidelines are framed for deputation of personnel for various conferences, continued education and quality improvement programme etc. The guidelines shall be known as Academic and Research Activity Grants (ARAG).

**2. CLASSIFICATION OF STAFF:**

The teaching staff is classified into the following groups:

- |         |   |   |
|---------|---|---|
| Group A | - | Heads of Institutions (Principals/Dean/Directors/HOD)                                   |
| Group B | - | Professors and Associate Professors / Readers.  |
| Group C | - | Asst. Professors/ Sr. Lecturers (Possessing P.G. Degree in the respective specialties). |

**3. FINANCIAL AIDS:**

- 3.1 FOR RESEARCH WORK: To encourage research activities, consolidated amount is granted as an aid for the projects.

a. Quantum of grants is based on the requirements of individual projects.

- b. The maximum amount shall not exceed per project, as prescribed by the University.
- c. Staff is required to submit the details of project including aims and objectives, material and methods, ethical clearance etc. and provisional cost, report along with timeframe.
- d. The project shall be submitted to the Head of Institution through the respective Heads of the Departments as per prescribed protocol.
- e. Research work forms the property of the Sponsoring Body/ Sri Aurobindo University. Research worker shall seek prior written permission for presentation/publication of the research work in part or full.
- f. If the work is not completed within stipulated time, Head of Institution may consider extending the time for a reasonable period, if required.
- g. The grant may be recovered in case the work is either abandoned or incomplete.
- h. Due credit shall be recorded in the research work, Publications on the role of the Sponsoring Body

### 3.2 FOR SCREENING COMMITTEE:

- a. The Head of Institution shall constitute a "Screening Committee" consisting of Head of Institution and two other senior faculty members.
- b. The Screening Committee shall send its recommendation including Quantum of funds required to the management for the approval of grant.
- c. The Management reserves its right to accept fully/partially the recommendations of screening committee.

### 3.3 PERMISSIONS/ SANCTIONS:

- a. The permission may be accorded to attend national conferences, continuing Education Programs, seminars, workshops and symposium etc. related to respective field of individuals.
- b. Ordinarily the duration of such visits should not exceed more than two weeks.
- c. Not more than 50% of teaching staff from the same department will be permitted to attend the conference at one time.

**3.4 SANCTIONING AUTHORITY: - Sanctions Authority will consists of –**

- a. Vice Chancellor – Chairpersons.
- b. Nominee of Chancellor.
- c. Two Dean of Faculty - Nominated by Vice Chancellor.
- d. One Chairperson of Board of Studies - Nominated by Academic Council.
- e. Chief Finance Officer & Accounts Officer- Member.
- f. Registrar- Member Secretary.

**3.5 ELIGIBILITY OF STAFF:****3.5.1 For Head of the Institutions:**

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for Airfare/First A.C fare from Indore to the place of event and back.
- d. Eligible for re-imbursement of registration fee in full.
- e. Eligible for grant of accommodation at actual or at the rate not more than as prescribed amount per day.
- f. Eligible for additional grant, as prescribed, if he/she is presenting a scientific research paper.
- g. Re-imbursement will be done on production of tickets and receipts.

**3.5.2 For Professors/Associate Professors/ Readers:**

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II A.C fare from Indore to the place of event and back.
- d. Eligible for re-imbursement of registration fee in full but not exceeding the amount as prescribed.
- e. Eligible for grant of accommodation at actual rate or at the rate not more than the amount as prescribed per day.
- f. Eligible for additional grant of amount, as prescribed, if he/she is presenting research paper/poster/table presentation.
- g. Re-imbursement will be done on production of tickets and receipts.

**3.5.3 For Assistant Professors / Sr. Lecturers:**

- a. Minimum service in the organization shall be one year.

- b. Eligible to attend one event in a year.
- c. Eligible for II A.C fare from Indore to the place of event and back.
- d. Eligible for re-imbursement of registration fee in full but not exceeding the amount as prescribed.
- e. Eligible for grant of accommodation at actual or at the rate not more than as prescribed amount per day.
- f. Eligible for additional grant of amount, as prescribed, if he/she is presenting research paper/poster/table presentation.
- g. Re-imbursement will be done on production of tickets and receipts.

#### 4. PUBLICATIONS:

To encourage and appreciate the contribution of teachers in spread of research work through recognized journals, the University may grant financial aid.

- 4.1 An incentive amount, as prescribed by the University, will be given on publication of research article in indexed foreign and Indian journal.
- 4.2 An incentive amount, as prescribed by the University, will be given to review/general /case reports article published in indexed Foreign/Indian journals.
- 4.3 Teachers shall apply for the above incentives to Head of Institutions with five hard copies and one Soft copy of publication.
- 4.4 Incentives will be granted on the approval of Screening Committee.

#### 5. SPECIAL PERMISSION:

- 5.1 Deputation to international conferences etc, and relaxation of the above guidelines for re-imbursement at higher value if any, shall be at the sole discretion of the Chancellor on the merits of each case.
- 5.2 The teaching faculty not covered under Para 2 above for Academic & Research Activity Grant may also be considered by the Chancellor based on the recommendation of Vice Chancellor.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 07****PAYMENT/REMUNERATION FOR EXAMINATION WORK**

1. The rates of remuneration for all purposes relating to examination & others shall be as per decision of Board of Management of University.
2. The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
3. The Traveling & other allowances will be payable as per University / State Government rules.
4. In ease of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final and binding.

**SRI AUROBINDO UNIVERSITY, INDORE**  
**ORDINANCE No. 08**  
**FEES OF EXAMINATION & RATES OF OTHER FEES**  
**FOR VARIOUS SERVICES TO BE CHARGED BY THE UNIVERSITY**

**1. FEE STRUCTURE:**

The examination fees & rates of other fees, prepared by the Finance Committee which is approved by the Board of Management and reviewed by M.P. Private University Regulatory Commission shall be payable by the students of the University Departments/Constituent Units for various examinations & other services, from time to time & which will be notified in the University website and notice board.

**2. REFUND AND ADJUSTMENT OF FEE:**

- 2.1 A student, who due to sickness or otherwise is unable to present himself at an examination, shall not be entitled to receive a refund of his fee. Provided the VC, if he is satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediate next examination.
- 2.2 Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness, if applicable, not later than ten days from the date of commencement of the examination at which the candidate was to appear. Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned above if he changes the faculty or his course unit in case of any examination.
- 2.3 Examination and fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.
- 2.4 The entire fees paid by a candidate, whose application for appearing at an examination is called on account of producing fraudulent documents or giving false particulars, or are debarred /detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.



**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 09****DISCIPLINE AND CONDUCT OF THE STUDENT****1. OBLIGATIONS OF THE STUDENT:**

- 1.1 Conduct himself/herself properly
- 1.2 Maintain proper behavior
- 1.3 Observe strict discipline both within the campus & outside of the University, and also in Hostel.
- 1.4 Ensure that no act of this consciously or unconsciously brings the University or any establishment or authority connected with it into disrespect.

**2. ANY ACT/S OF THE STUDENT WHICH IS CONTRARY TO THE CLAUSE (1), SHALL CONSTITUTE MISCONDUCT AND/OR INDISCIPLINE:**

- 2.1 Any act of the student which directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the University.
- 2.2 The student who is repeatedly absent from the class, lectures, tutorials, practicals, clinical and other courses.
- 2.3 The student not abiding by the instructions of the Faculty members and not interacting with them with due respect.
- 2.4 Any student found misbehaving in the campus/class or behaving arrogantly, violently towards the faculty, staff or fellow student.
- 2.5 The Students who is not present for all the class tests, midterm tests, terminal and preliminary examinations
- 2.6 Permitting or conniving with any person/parent/guardian, which is not authorized to occupy hostel room, residential quarter, or any other accommodation or any part thereof of the University.
- 2.7 Obstruction to any student or group of students in any legitimate activities, in classrooms/laboratories/field or places of social and cultural activities within the campus of the Institute.
- 2.8 Possessing or using any fire arms, lethal weapon, explosives, or dangerous substances in the premises of the University.

- 2.9 Indulging in any act which would cause embarrassment or annoyance to any student/authority/staff or any member of the staff.
- 2.10 Stealing or damaging any farm produce or any property belonging to the University, staff member or student.
- 2.11 Securing admission in the University, to any undergraduate or post graduate program or any other course by fabrication or suppression of facts or information.
- 2.12 If the student fails to complete the assignments regularly and has poor academic performance as assessed by the regular class teachers and internal assessment, he/she will not be allowed to appear for the Sri Aurobindo University examination.
- 2.13 If a student remains absent for lectures, practical or class test and examinations without prior permission of the Principal or the head of the departments, she/he will not be compensated for extra class.
- 2.14 Students should read the notices regularly on notice boards in the academic complex, library and the department notice boards. Failure to know the rules of University will not be an excuse for any reimbursement.
- 2.15 Damage of property of the university and its constituent's institutes like tampering with fixtures, fittings, equipments, instruments, furniture, books, periodicals, walls, windows panels, vehicles etc., will be viewed very seriously.
- 2.16 Recording of any electronic images in the form of photographs, audio or video recording of any person without the person's knowledge; when such recording is likely to cause injury, distress, or damage the reputation of such person; is prohibited in any part of the College and hostel premises. The storing, sharing or distributing of such unauthorized records by any means is also prohibited.
- 2.17 Use of mobile phones and head phones during college hours is prohibited.
- 2.18 As per the rules and regulations of Sri Aurobindo University, Indore, prescribed attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussion, tutorials, demonstrations, practical's, hospital (tertiary, secondary, primary) posting and bedside clinics etc.

- 2.19 The Students must present in proper dress code with apron/ lab coat, name badge and identity card on all week days /working days and during clinical duties.
- 2.20 Admission of the student will be cancelled at any point of time in case of;
- 2.20.1 Not submitting the required documents in time.
  - 2.20.2 Failing to fulfill required eligibility criteria of the program.
  - 2.20.3 Submission of fake or incorrect documents.
  - 2.20.4 Admission gained by resorting to fraudulent means, illegal gratification or any unfair practice detected at any stage during the entire program.
  - 2.20.5 Not paying the stipulated fees on time.

**3. PROHIBITION OF RAGGING:**

- 3.1 Ragging in any form is strictly prohibited in the campus and outside. The UGC Regulations on "Curbing the Menace of Ragging in Higher Educational University, 2009" (as amended) and the MCI (Prevention and Prohibiting Ragging in Medical Colleges/ University) Regulations 2009, and DCI Regulations on Curbing the Menace of Ragging in Dental Colleges, 2009 and other regulatory body/council shall be applicable to all students of the Sri Aurobindo University.
- 3.2 It is mandatory to fill the online Anti Ragging undertaking, by every student at the time of the admission and on commencement of every academic year.
- 3.3 Smoking or consumption of alcoholic beverages or use of banned materials inside the College, Hostel and Campus is strictly prohibited. Any violation on the part of the students will be viewed very seriously and they will be suspended from the college immediately pending enquiry and in the case of hostellers, they will be expelled from the hostels immediately. Such students will not be permitted to attend classes/sit for examinations and enter the campus without the written permission of the competent Authority.

**4. ATTENDANCE & PROGRESS:**

Each student shall always maintain decency, decorum and good conduct, besides keeping steady progress and required attendance. The conduct/ academic performance/ attendance of each student shall be reviewed periodically and

appropriate action, including detaining from appearing for the Sri Aurobindo University Exam/ expelling from the Hostel or College, as the case may be, will be taken against the erring student. The students shall abide by such decision of the authorities of the Institution/Sri Aurobindo University.

**5. PAYMENT OF TUITION AND OTHER FEES:**

- 5.1 On admission of candidates to the first year of the course of study, all the fees mentioned in the letter of admission, viz., annual tuition fee, registration and eligibility fee, health insurance, caution deposit, hostel and mess fee, etc., as applicable, should be paid on or before the prescribed date without fail. Any delay will attract payment of penalty as specified. If any candidate fails to remit tuition fee and other fees within the last date as notified, he/she will forfeit his/her admission to the course concerned.
- 5.2 In respect of subsequent year(s) of study, tuition fee and other specified fees shall be paid on or before the date as notified to the parents/students and on the Notice Board of the University / Institution /College concerned. Late payment, if any, will attract penalty as specified.
- 5.3 Similarly, examination fee, as prescribed and notified from time to time, shall be paid on or before the due date. If there is any delay, it will attract penalty as specified. If any student fails to remit the examination fee even after lapse of the period specified for payment with penalty, such student will not be issued admission card for the Sri Aurobindo University examination(s)/debarred from appearing for the Sri Aurobindo University examination(s).
- 5.4 All fees, once paid to the Sri Aurobindo University account, will not be refunded or adjusted for any other purpose under any circumstance.

**6. RULES RELATING TO SRI AUROBINDO UNIVERSITY EXAMINATIONS:**

- 6.1 The candidates appearing for the Sri Aurobindo University theory examinations shall be under the direct disciplinary control of the Centre In-charge. Possession of cell phone or any electronic device or incriminatory materials by a candidate or found copying from any device in the examination hall, is strictly prohibited.

- 6.2 Disciplinary action will be initiated if any candidate indulges in any malpractice (unfair means) as enumerated in the Sri Aurobindo University Examination Manual.

**7. RULES FOR HOSTEL STUDENTS:**

All Residents of the Hostel shall observe the following rules for the smooth and efficient running of the hostel and for their comfortable stay:

- 7.1 Only bonafide students of Sri Aurobindo University are eligible for admission to the hostels.
- 7.2 Students, who fail to remit the Hostel fee when they fall due, even after a reminder in writing, shall vacate the hostel room allotted to them, forthwith.
- 7.3 No posters or pictures should be stuck inside and outside the room or anywhere around the premises of the hostel or College. Hostlers should avoid sticking bills and posters on the windows, doors and walls (except name strips on the room door). In case the room is found not in order, fine will be levied on the erring student.
- 7.4 Residents should switch off fans and lights before leaving their rooms.
- 7.5 The Residents are advised to close the taps after use in order to avoid wastage of water.
- 7.6 Dining services will be provided only in the mess and there will be no room service.
- 7.7 Whenever any hosteller falls sick the same should be reported by his/her to the warden who will provide all necessary assistance to get appropriate treatment or medicines.
- 7.8 While going out of hostel the students should enter their name in the register & sign the same by mentioning proper reason.
- 7.9 To leave the hostel premises, permission of the Chief Warden is absolutely necessary. Students who want to stay overnight to visit their parents or guardians should approach the Chief Warden for permission. Permission will be granted only after obtaining written request from the parent/guardian duly signed by them, which will be duly entered in a register maintained in each block by the Warden.

7.10 All rooms, corridors, toilets etc. must be kept clean and any student who violates the rule shall be expelled from the hostel.

7.11 Hostel facility is provided with a view to help the student to pursue his/her studies in good environment and to facilitate/ promote his/her academic progress. A student who fails to keep up the congenial atmosphere and environment in the Hostel or to perform well and maintain academic progress shall not be allowed to use the hostel facility and shall vacate his/her room immediately on intimation from the Chief Warden/ Dean/Principal/Director of Faculties.

All students will be governed by the rules stated above and by those that will be framed from time to time during the academic year.

Failure on the part of the students to abide by the disciplinary rules will result in such punishment including expulsion from the University/College/Hostel as may be imposed by the Sri Aurobindo University/Head of the Institution.

The decision of the Sri Aurobindo University/Head of the Institution with regard to disciplinary cases shall be final and all the students shall abide by such decisions.

**8. POWERS OF COMPETENT AUTHORITY (REGISTRAR/DEAN/PRINCIPAL/ DIRECTOR AT THE INSTITUTE LEVEL):**

The Competent authority may impose any one or more of the following punishment/s on the student found guilty of misconduct, indiscipline, in proportion thereof:

- 8.1 Warning/reprimand
- 8.2 Fine
- 8.3 Cancellation/withheld scholarship/award/prize/medal.
- 8.4 Expulsion from the Hostel.
- 8.5 Expulsion from the University.
- 8.6 Cancellation of the result of the student concerned in the examination of the University.
- 8.7 Temporary annulment from the Hostel/ University.
- 8.8 Rustication from the University.

**9. PROCEDURE FOR INQUIRY:**

If the competent authority is satisfied that there is a prima facie case inflicting penalties, mentioned in clause No. 8, the authority shall make inquiry, in following manner:

- 9.1 Due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.
- 9.2 Student charged shall be required within prescribed days of the notice to submit his/her written representation about such charge/s.
- 9.3 If the student fails to submit written representation within specified time limit, the inquiry may be held ex parte.
- 9.4 If the student charged desired to see the relevant documents, such of the documents, as are being taken into consideration for the purpose of proving the charge/s, may at the discretion of the inquiry authority, be shown to the student.
- 9.5 The student charged shall be required to produce documents, if any in support of his defense. The inquiry authority may admit relevant evidence/documents.
- 9.6 Inquiry Authority shall record findings on each implication of misconduct or indiscipline, and the reason for such finding and submit the report along with proceedings to the competent Authority
- 9.7 The competent Authority on the basis of findings, shall pass such orders as it deems fit.

Provided; procedure prescribed above need not be followed, when the student charged admits the charges in writing.

**10. APPEAL:**

If the punishment/fine/rustication is imposed on a student by Registrar/ Dean / Principal / Director, such student shall be entitled to prefer an appeal before the Vice-Chancellor within thirty (30) days of the receipt of the order.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 10****RESIDENCE OF STUDENTS**

The University Premises has Hostel facility for students. The Conditions for providing residence facility are as under:-

**1. GENERAL:**

- 1.1 These rules may be called the rules for Hostels of the Sri Aurobindo University, Indore (M.P.).
- 1.2 These rules shall be applicable to all the Hostels of the University.

**2. ADMISSION:**

- 2.1 Application for admission to hostel shall be made on the prescribed form to be obtained from office of the Dean, Student Welfare (DSW) on payment of fees as prescribed. The application form filled should reach hostel/DSW office before the prescribed date.
- 2.2 Incomplete or wrongly filled application forms shall not be considered.
- 2.3 Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
- 2.4 After an applicant has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
- 2.5 Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year (if any), then deposit their readmission dues.
- 2.6 No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel.
- 2.7 The parents of the students shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester/mission to the hostel to enable the



hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.

- 2.8 No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in other course in the university his/her admission in the hostel shall be considered a fresh.
- 2.9 Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.
- 2.10 Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.
- 2.11 Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
- 2.12 Music systems/radio/T.V. are not allowed in the rooms, however it may be permitted with earphone attachment.
- 2.13 Students shall cooperate in keeping the Hostels and their surroundings clean by, not disposing of garbage and waste materials here and there but in dustbins at designated places.
- 2.14 Hostellers shall be responsible for the security of their own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.
- 2.15 In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayah / Watchman of the hostel. Local guardians/parents of girl hostellers may telephone the hostel warden and not the girls directly after 7:00 pm in case of emergency.

### **3. FEES, RENTS & OTHER CHARGES**

- 3.1 Hostellers shall pay a rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every student

readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and university dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).

- 3.2 Every students admitted or readmitted to the hostel shall pay caution money refundable at the time on leaving the hostel on completion of the course/degree.
- 3.3 In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be provided to the students who are required to prolong their stay on account of repeat examination.

#### **4. CANTEEN**

- 4.1 The facility of mess /canteen shall be provided by the University on payment basis, cooking is strictly prohibited in the hostel.
- 4.2 Every hosteller shall be required to pay mess charges in advance as notified by the Hostel Committee.

#### **5. HOSTEL ROOM AND ALLOTMENT**

The following priority is fixed for providing accommodation in the University Hostel.

- 5.1 Undergraduate boys/girls and whose parents are residing in, rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls.
- 5.2 Physically Handicapped Students.
- 5.3 SCs / STs / OBCs Students.
- 5.4 Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.

5.5 Local students (staying within 15 kilometers from the campus), research scholars shall not be allowed due to space limitation in the hostel.

5.6 All Hostel students residing in the hostel shall be required to submit an undertaking as per Performa approved by Dean Student welfare.

## 6. ATTENDANCE

Attendance shall be taken in hostel every evening at prescribed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register.

## 7. HOSTEL MANAGEMENT COMMITTEES

There shall be Hostel Management Committee, Standing committee for Hostellers Discipline and a Hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice-Chancellor for another year.

### (a) Hostel Management Committee

The Committee shall comprise:

- i. Dean Student Welfare - - Chairman
- ii. Chief Warden and all Wardens – Member
- iii. One Student's representative from each Hostel – Member/Members
- iv. One Dean nominated by the Vice-Chancellor – Member

### 7.1.1 Hostel Disciplinary & Anti Ragging Committee

There shall be a Hostellers Disciplinary & Anti Ragging Committee to deal with student's indiscipline, misconduct & ragging cases defined in the Hostel ordinance:

- i. Dean Student Welfare - Chairman
- ii. One Dean nominated by the Vice-Chancellor – Member
- iii. Warden of concerned hostel – Member
- iv. Chief Proctor - Member

### 7.1.2 Hostel Committees

There shall be a Hostel Committee in every hostel nominated / elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The Committee shall consist of the following-

- i. Hostel Warden – Chairman
- ii. One hostel student representative from each Hostel– Member/Members.
- iii. One hostel Prefect and one-Associate Perfect for various functions like food, health and extracurricular activities. – Member/members.

**8. MISCONDUCT & INDISCIPLINE INCLUDING RAGGING**

- 8.1 Gambling of any kind and use of liquor/drugs and smoking etc. is strictly prohibited in the hostel and campus.
- 8.2 Guests of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
- 8.3 Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.
- 8.4 No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
- 8.5 Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
- 8.6 Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers.
- 8.7 In exigencies all hostellers shall vacate their room at given order/time by the. Vice-Chancellor/Registrar for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
- 8.8 Hostellers shall not give shelter to any outsider; anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the University.
- 8.9 No meeting shall be held in the hostel premises without the prior permission of the warden.
- 8.10 No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W /Registrar /V.C.

8.11 Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.

8.12 No Incidence of ragging should to be there in the hostels. There will be Zero Tolerance for Ragging.

Note: For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instructions given from time to time. For matters common to all, the hostellers or students, the display shall be on the Notice Board of the Dean of Students Welfare Hostel Office. No separate notice would be sent to them.

## **9. DISCIPLINARY ACTION**

9.1 Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.

9.2 The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of Good Samaritan.

9.3 Resort to any form of strike by the hostellers without following the legally provided remedial channels/procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel / university.

9.4 Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action.

9.5 Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.

- 9.6 In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers. Such action taken however shall be brought to the notice of the Registrar and Vice-Chancellor in writing.
- 9.7 Any hosteller found guilty of indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 10000/- and/or instant removal or expulsion or rustication from the hostel/university.
- 9.8 No student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee. If the appeal is against the decision of the Hostel Management committee, it should be made to the Vice-Chancellor.
- 9.9 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors/Head of the Institutes. The decision of the Vice-Chancellor shall be final.
- 9.10 NOC from hostel warden is mandatory to be submitted for receiving any Certificates/Documents/Mark sheet/Result etc.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 11****MEMORANDUM OF UNDERSTANDING (MOU) WITH  
NATIONAL/INTERNATIONAL PUBLIC/PRIVATE ORGANIZATIONS****1. PREAMBLE:**

With a view of sharing a common desire to explore, extend and strengthen the functional relationship between the Universities and National laboratories, Industrial houses, well established R &D set up(s) in order to share the facilities and expertise available with each of them, the educational Institutions may enter in to MoU on following broad understanding:

2. In general, there are three broad levels of cooperation with other Higher Education Institutions which may be supported and formalised through:

**2.1 Letters of Cooperation or Agreement:**

2.1.1 Letters of Cooperation or Letters of Agreement may be worked out between Schools/Faculties of the same University/Institution and those in other institutions. It may be defined as:

**"An agreement between two or more Departments/ Institutions /Industries/ parties on a specific area or narrow set of areas that do not constitute a legally binding document but instead can recognize that cooperating would be mutual benefit and would serve as an indication of continued interest in joint projects"**

2.1.2 These Letters of Cooperation should be agreed by the rules set within the Universities/ Departments/Organizations. Letters of Cooperation are often signed in advance of an M.O.U. as a means of agreement on general cooperation.

**2.2 Memorandum of Understanding:**

2.2.1 A Memorandum of Understanding (MOU) is an overall facilitating document linking the University/or any Educational organization or one of its designated units with another institution(s)/Industries.

2.2.2 An MOU is between the University and the other body on behalf of a School, Faculty or Centre. Recognizing that MOUs are intended to facilitate future cooperation, it is important to address potential obstacles at the time the MOU is being developed. A "Memorandum of Understanding" or MOU can be defined as:

**"A legal document describing an agreement between parties----- it expresses a convergence of will between the parties, indicating an intended common line of action, but which can have a direct effect on the University including that of a legal commitment. It is more formal alternative to other mechanisms such as "Letter of consent" or "Letter of Cooperation"**

2.2.3 An MOU may be signed between the collaborating Universities/institutions/ organisations for a period as may be agreed to, spelling out the modalities of the collaboration/association on the types of activities.

2.2.4 Due Diligence for an MOU:

2.2.4.1 Due Diligence is the process by which the organisation that the University/Organization is proposing to work with is deemed to be a valid, suitable and timely partner. Where an organisation approaches the University/Educational organization with the intention of presenting joint programmes, a faculty member designated by the University will take responsibility for liaising with the institution, and will act as the 'proposer' for the partner, and must supply information with any MOU proposal:

2.2.4.2 The following issues should be covered clearly in the MOU process

- Highlight the institutional background of the partner(s) e.g. date established, location of main branch (and other branches, if relevant), profit or non-profit, public or private, accreditation body, disciplines, level of qualifications offered, ranking (if appropriate), other partners (if known), recognition by a professional or statutory accrediting agency.



- Identify the type of linkage being proposed, objectives, resource implications, and fit with the University/Educational Organization's strategic objectives.
- Outline the synergy between the proposed agreement and the Faculty/School/Centre/Unit's mandate and direction.

### 2.3 **Strategic Alliances:**

A University may enter into a strategic alliances with National and International partner Organizations.

2.3.1 The most in-depth agreement with another Higher Education Institution is the 'Strategic Alliance' Strategic alliances can be defined as:

**"A mutually beneficial long-term formal relationship formed between two or more parties to pursue a set of agreed upon goals or to meet a critical organizational need while remaining independent organizations. It is a synergistic arrangement whereby two or more organizations agree to cooperate in the carrying out of a business activity where each brings different strengths and capabilities to the arrangement":**

2.3.2 Strategic alliances are the highest value relationships a University/Educational Organization can have with other institutions. They usually involve agreed developments in a number of areas. Strategic alliance partners must have a 'strategic fit' with the university. Having commitment and buy-in from the senior management of the partner institution is also vital.

2.3.3 International partnerships are solely based around a broad strategic fit with university strategy in potentially the following areas:

2.3.3.1 Research collaboration & pursuing funding opportunities.

2.3.3.2 Academic collaboration in Learning Innovation

2.3.3.3 Targeting of students in graduation, post-graduation or postdoctoral recruitment.

2.3.3.4 Joint ventures such as Public-Private partnerships.

2.3.3.5 Other elements such as student, staff swaps, guest speakers, networking.

2.4 Letters of Cooperation or Agreement

2.5 Adoption of Government facilities/ small government institutes – with the consent of Government with intention of providing better educational and health care facilities

3. Any understanding / collaboration with International Organization should meet the criteria laid down by University Grants Commission, New Delhi from time to time.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 12****ACADEMIC CALENDAR OF UNIVERSITY****1. SHORT TITLE AND COMMENCEMENT :**

- 1.1 This Ordinance may be called Regarding Academic Calendar of the University:
- 1.2 This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

**2. DEFINITIONS:**

In this statute, unless the context otherwise requires;

- 2.1 "Act" means the Madhya Pradesh Act no 17 of 2007 as amended time to time.
- 2.2 "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;
- 2.3 "State Government" means the Government of Madhya Pradesh;
3. The Academic calendar shall be prepared for next academic year before the expiry of the current academic year, encompassing all the essential events and activities related to the university.
4. The academic calendar shall be clearly specified the dates on which 1<sup>st</sup> term (session) begins and ends and includes beginning dates of the next term (session).
5. The summer vacation shall be for 30 days. The dates beginning and end of summer vacation shall be clearly specified in the academic calendar.
6. The winter vacation shall be for 10 days. The dates of beginning and end of winter vacation shall be clearly specified.
7. Gazetted and optional holidays should be included in the event calendar.
8. The teaching staff members in all the constituted institutes of Sri Aurobindo University, shall have holidays and vacation only as per the academic calendar.
9. The teaching staff members of the institutes constituted to the university, who are required to work on winter and summer vacation should be compensated by crediting

these working days to their earned leave account and should be compensated accordingly as per state government / Sri Aurobindo University rules.

10. Considering the winter and summer vacation and all holidays, the academic year shall have minimum 240 teaching days in a academic year.
11. The Deans/ Principals should inform the University about the number of actual teaching days during the academic year in their college/institute and they should ensure that actual teaching days are optimally used for academic purposes.
12. Non-teaching staff's working in teaching department are entitled to avail holidays like non-teaching government servant, but they will be available for departmental work as directed by the head of department. Such non-teaching employee shall be given compensatory Holiday. Compensatory holidays should not be accumulate for more than 3 days and should not be allowed to be carried forward to the next calendar year. Compensatory Holidays can be prefixed or suffixed or both to leave due and /or holidays.
13. The Vice Chancellor/University Authority can pass regulation and notification from time to time making changes in the leave structure or otherwise in favour of maintaining the academic calendar and the academic interest of the students.
14. Notwithstanding anything contained in foregoing clauses, shall not supersede the calendar issued by the state government as issued from time to time after approval of the co-ordination committee of the M.P. State University act 1973 in view of general and special circumstances as well.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 13****DOCTOR OF LETTERS/SCIENCE/LAW****1. INTRODUCTION:**

- 1.1 These Ordinances shall be called the Doctor of Science (D. Sc.)/ Doctor of Letters (D. Litt.)/ Doctor of Law (LL.D.).
- 1.2 The degree of D. Sc./ D. Litt./LL.D. shall be conferred on the candidates who fulfill the requirements as specified in these ordinances.
- 1.3 The degrees assigned to various faculties are as detailed below.
  - 1.3.1 D.Litt.: Arts, Humanities and Social Sciences, Education, Commerce, Management, Yoga and Physical Education.
  - 1.3.2 D.Sc.: Science, Engineering, Medicine, Engineering Sciences, Ayurved, Home Science, Life Science and Technology.
  - 1.3.3 LL.D.: Law.

**2. ELIGIBILITY:**

- 2.1 A candidate shall be eligible for registration for D. Sc./ D. Litt./LL.D. if he/she holds the degree of Doctor of Philosophy of at least five years standing of this university or any university/deemed university recognized by appropriate authority/UGC and must have published at least 10 papers in standard research journals or published work including books of high standard adjudged to be equivalent to published research papers by the Research Degree Committee.
- 2.2 The D.Litt./D.Sc./LL.D. degree shall be awarded on the basis of an original work embodied in the thesis submitted by the candidate along with at least three independent research papers published in standard journals or publications of merit on the subject of the thesis.

**3. APPLICATIONS:**

- 3.1 A candidate for D.Litt./D.Sc./LL.D. degree must apply for registration of his subject on the prescribed application form obtainable on payment of prescribed fee stating:

**3.1.1** His qualification and experience.

**3.1.2** Subject in which he/she propose to work

**3.1.3** The topic of research.

The application shall also be accompanied by:

- Registration fee – As decided time to time by the University.
- A certificate from the Dean/Head of the University Teaching Department /Principal of the college of the university/Head of a Research Institute recognized for the purpose by the university, testifying that adequate facilities exist and shall be provided to the candidate if registered. There shall be no supervisor of the candidate and he/she shall have to work independently.

Provided that a candidate, if he/she so desires, may have person (s) of merit in the subject as advisor (s).

- Attested copies of the statements of marks of graduate and master's degree examinations and Ph.D. degree.
- Migration certificate along with enrollment form and the requisite fee.
- List of publications of the candidate together with a copy of each of the publication.
- Ten typed copies of detailed synopsis of the proposed topic of research furnishing present State of- Arts, a review of literature, proposed line of investigation with detailed methodology and relevant bibliography. (Annexure-I)
- Application for registration may be submitted any time during the academic year.

#### **4. FACULTY RESEARCH COMMITTEE AND UNIVERSITY RESEARCH DEGREE COMMITTEE:**

**4.1** Subject to the general superintendence of the Academic Council, a committee, namely, the Faculty Research Committee (FRC) shall deal with all matters connected with the D. Sc./ D. Litt./ LL. D. programme of the University in accordance with these Ordinances. However, the registration shall be formally approved only by University Research Degree Committee.

**4.2** The constitution of the FRC shall be as follows:

- Dean of the faculty

-Chairperson

- Two experts from the concerned faculty, nominated by Vice-Chancellor  
- Member
  - Minimum one external expert of the concerned field of the rank of University professor to be appointed by Vice-Chancellor from the panel of atleast four names given by the Dean  
-Member
  - Concerned Dean/Head of the Department /Principal/Head of Research Center  
-Secretary
- 4.3** The FRC shall scrutinize the applications of the candidates and shall recommend the eligible candidates for admission, to the Academic section of the University. The FRC shall also send the list of the names of the Advisors of the candidates to the Academic section for communicating to the concerned candidates.
- 4.4** The Academic section shall intimate each candidate recommended by the FRC to submit their synopsis.
- 4.5** Within three months after the receipt of the letter of scrutiny, the candidate after paying prescribed fee and shall be entitled for submission of synopsis.
- 4.6** The constitution of Research Degree Committee shall be as follow:
- The Vice-Chancellor  
- Chairperson
  - The senior most Professor of the University in the subject. -Member
  - Dean of the Faculty. -Member
  - Dean/Head of the University Teaching Department/Principal of the concerned subject. -Member
  - Chairman, Board of Studies in the subject. -Member
  - Two external experts of the concerned field in the rank of University Professor to be appointed by the Vice-Chancellor from the panel at least four names given by the Dean of the Faculty after perusal of the detailed synopsis submitted by the candidate.
- Provided that, two external subject experts and two other members i.e. four in all shall form the quorum. Meeting of Research Degree Committee shall be held in the University Office.

## **5. ADMISSION PROCEDURE:**

- 5.1** The candidate will have to submit synopsis in 10 copies to the Academic Section

of the University along with application form.

- 5.2 The application of the eligible candidate recommend by FRC for registration shall be placed before the University Research Degree Committee and he/she shall make an oral presentation of the proposed work.
- 5.3 Committee shall recommend suitability of the topic of research and the registration of the candidate for the D.Litt/DSc./LL.D. degree, as the case may be. On approval the committee, the candidate shall be deemed to have been registered from the date the meeting or the date of the submission of application in the university.
- 5.4 The candidate shall finally be enrolled on payment of the first term fee to university recognized centre where he/she will conduct the research after payment of the prescribed fee in case the proposal is approved by RDC.
- 5.5 Candidate shall ordinarily be permitted to work for D.Litt/D.Sc./LL.D. degree the subject in which he has obtained his Ph.D. degree. He/she may, however, be allowed in a subject, of interdisciplinary nature.

#### **6. SUBMISSION OF THESIS:**

- 6.1 A Candidate shall not be allowed to submit the thesis for evaluation earlier than three years from the date of his/her registration and not later than five years.
- 6.2 Further extension of one Year may be granted by the Vice-Chancellor on the valid Reason(s) on payment of a fees prescribed by the University. After the expiry of this period of extension the registration shall be cancelled.
- 6.3 The candidate, after registration, shall send his six monthly progress report along with certificate of payment of six monthly fees from the Head of the Institution where he/she is working. If two subsequent reports together with the certificate of the payment fees are not received in the office the registration shall stand automatically cancelled.
- 6.4 Six months before the candidate intends to submit the thesis after having published three research papers in standard Research Journals or publications of merit after registration for D.Litt./D.Sc./LL.D., the candidate shall inform the Controller of examination of his intention of submitting the thesis. The Controller of examination shall arrange for an oral presentation of work by the

candidate before a Screening committee.

**6.4.1 Screening committee consisting of the following members :**

- Vice-Chancellor
  - Senior most Professor of University Teaching department/School of Studies in the subject.
  - Dean of the Faculty.
  - Dean/Head of the University Teaching Department/Principal in the subject, if any.
  - Chairman, Board of Studies of the subject.
  - One external subject expert nominated by the Vice-Chancellor preferably from amongst the experts of University Research Degree Committee approving the registration of the candidate.
- One external subject expert and two other members shall form the quorum for this purpose.

The presentation shall be made at the place/through video Conference facility and time fixed by the University.

**6.4.2 The Screening Committee shall have following powers:**

- To approve the work for the submission of thesis.
- To suggest modifications, if any along with reason (s) to be recorded by the committee.

6.4.3 The presentation by the candidate shall be open to all interested and shall be announced on the Notice Board at least a week in advance by Controller of Examination.

6.5 The work of the candidate shall comply with the following conditions to merit the award of the degree:

6.5.1 It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline.

6.5.2 It must be original in the sense of opening up new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known.

6.5.3 It must be a scholarly work of high quality.



- 6.5.4 It must be the work done during the last five years before the submission of the thesis and in the institute in which candidate is registered.
- 6.5.5 It must be the work published in reputed journals in the form of research papers and/ or published in the form of books/ monographs, chapter contribution to books/ monographs, etc., out of which at least two must be authored solely by the candidate.
- 6.5.6 It must not be the work, which has been previously submitted for a degree or a diploma in this or in any other University.
- 6.5.7 The University shall evolve a mechanism using well developed software and gadgets to detect the Plagiarism and other form of academic dishonesty. While submitting the thesis for evaluation the thesis shall have a declaration from the candidate stating the originality of work vouching that there is no Plagiarism.
- 6.6 The candidate shall submit the thesis as per the following guidelines:
  - 6.6.1 Five copies of the thesis in hardbound form.
  - 6.6.2 The thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted.
  - 6.6.3 A soft copy of the thesis in CD.
  - 6.6.4 A declaration by the candidate that the thesis has not been submitted for any other degree or diploma, as per the format given in Annexure – II.
  - 6.6.5 A certificate from the Advisor, Head of the Department/Coordinator of the School and the Chairman of the FRC that the thesis has been submitted for the award of the concerned degree of the University, as per Ordinance
  - 6.6.6 The thesis shall be in English except for the case where the subject of the thesis itself is a language. In such a case, the thesis may, at the option of the candidate, be in that specific language.
  - 6.6.7 Three independent research papers published in standard journals or publications of merit on the subject of thesis.
- 6.7 The COE shall obtain from the external expert of the Screening Committee a panel of at least six names including foreign experts in the subject, not below

the rank of University Professor who can be appointed examiners, in a sealed envelope for the consideration of Board of Studies.

- 6.8 After being permitted by the Screening Committee referred to above, the candidate shall submit four typewritten copies or photo copies of the thesis, six copies of approved synopsis and six copies of summary together with prescribed examination fee. The published papers/works must be incorporated either as a part of text or as Annexure-III in the thesis. The candidate shall furnish a certificate to the effect that the work embodied in the thesis has not been submitted for the award of any degree either of this university or any other university or deemed university and that it contains his own work.

6.8.1 On receipt of the thesis the COE shall call upon the Board of Studies to draw a panel of six names, taking into consideration the panel submitted by the expert of the screening committee, of the experts in the field of research not below the rank of University Professor, including foreign experts.

6.8.2 The Vice-Chancellor shall appoint three examiners in accordance with the provisions.

6.8.3 The examiners appointed by the Vice-Chancellor shall be approached in writing for their consent to evaluate the thesis together with the copies of approved synopsis and the summary of the thesis. On receiving the acceptance the thesis shall be sent to the examiners.

Provided that if a foreign examiner is appointed by the Vice-Chancellor and the candidate wishes the thesis to be sent by AIR MAIL he/she shall have to bear the charges of AIR MAIL.

6.8.4 In the event of the report of the thesis not received within three months from the date of dispatch of the thesis, the Vice-Chancellor may cancel the appointment and such examiner shall be asked to return the thesis along with all the documents. The Vice-Chancellor shall appoint another examiner in place of such an examiner.

- 6.9 The examiner may seek clarification of the subject matter of the thesis from the candidate through the COE. The COE shall pass on the queries to the candidate without disclosing the identity of the examiner and the clarification obtained

from the candidate shall be forwarded to the examiner. The provision shall be incorporated in the letter to be sent to the examiner while sending the thesis.

**6.10 The examiners must give specific opinion on the following points :**

**6.10.1** Whether the thesis embodies an original piece of research work characterized by the discovery of new facts or by a fresh approach towards interpretation of facts and theories.

**6.10.2** How far it evinces candidate's capacity for original thinking, critical examination and sound judgment?

**6.10.3** Whether the thesis is satisfactory in point of language and presentation of subject matter.

**6.10.4** Whether the thesis be approved for D.Litt./D.Sc./LL.D. degree.

**6.10.5** The examiner must also furnish a detailed report on the thesis together with a set of questions to be asked at the time of Viva-voce examination.

**6.10.6** In case the examiner suggests for an improvement of thesis, he must give a detailed report on the lines on which the thesis be modified and resubmitted.

**6.11** The D.Litt./D.Sc./LL.D. degree shall be awarded on the basis of an original work embodied in the thesis submitted by the candidate alongwith atleast three independent research papers published in standard journals or publications of merit on the subject of thesis.

**6.12 –**

**6.12.1** If all the three examiners approve the thesis, the candidate shall be called upon to appear at the viva-voce examination as per the provisions of the Ordinance.

**6.12.2** If two examiners approve the thesis and the third rejects/recommends revision, the thesis shall sent to a fourth examiner (without the reports of earlier examiners) appointed by the Vice-Chancellor for evaluation. The opinion of the fourth examiner shall be final.

**6.12.3** In case all the three examiners recommend revision/rejection or two examiners recommend revision/rejection and the third accepts, the thesis shall stand rejected.

**6.12.4** In case the candidate is asked by the fourth examiner to revise under

section 6.12.2 the candidate shall be permitted to revise the thesis on the lines suggested by the examiner(s). The comments of the examiner(s) shall be made available to the candidate without disclosing the identity of the examiner. The candidate shall submit the revised thesis not earlier than six months and not later than eighteen months from the date the candidate is asked to revise the thesis. He/she shall have to pay a fee as prescribed by the University at the time of resubmission.

6.12.5 In case one of the examiners of the revised thesis recommends for the award then the candidate shall be called upon to appear at viva-voce examination. In case both the examiners reject or one reject and the other recommend for revision or both recommend for revision the thesis shall be rejected.

6.13 =

6.13.1 If the thesis is finally approved under sections 6.12.1, 6.12.2 and 6.12.4 the candidate shall be called upon to appear for a viva-voce examination conducted by atleast two external examiners. All the three examiners shall be invited to conduct the viva-voce examination.

6.13.2 The viva-voce examination shall be conducted at the University Teaching Department/Institute on the date, time and place notified by the COE which shall be put on the notice board at least a week in advance.

6.13.3 The candidate shall present the work embodied in the thesis before the board of examiners, faculty members, research scholars and other interested person. After the presentation, the examiners appointed for the viva-voce examination shall ask questions to the candidate. Others may submit their questions in writing to external examiners, who may put such of those questions to the candidate as they deem fit. The examiners may also ask question beyond the scope of the thesis in order to satisfy themselves that the candidate has adequate knowledge of the subject on which he has submitted the thesis.

6.13.4 In case of divergence of opinion between the thesis examiners an viva-voce examiners or the divergence of opinion between the viva-voce examiner the candidate shall be asked to reappear at a second viva-voce

examination within six months. He shall have to pay an additional fee as prescribed for second viva-voce. If the candidate fails to satisfy the viva-voce examiners at the second examination, his thesis shall finally be rejected.

6.14 –

6.14.1 After the viva-voce examination the recommendations shall be reported to the Board of Management for approval. After the approval of Board of management for the award of D.Litt./D.Sc./LL.D. degree to the candidate

6.14.2 One copy of the thesis shall be kept in the University Library, another in the Library of the Institution where he/she prosecuted his/her research work, and the remaining two copies shall be returned to the candidate.

6.14.3 The year of award of the degree shall be the year of submission of the thesis provided the thesis is accepted without revision. In case of revision, the year of award of the degree shall be the year of submission of the revised thesis.

6.15 After the declaration of the result, the successful candidate on payment of a fee as prescribed by the University may be provided the copies of reports of the examiner without disclosing their names.

6.16 On detection of any irregularity Such as the material quoted in the thesis is copied form any Other Source/Author/Research and found the same as Plagiarism the University shall take suitable steps to withdraw the degree of D.Sc./D.Litt./LL.D.(Even if Awarded) or such Candidate shall not process the thesis for further evaluation or the case may be.

6.17 The Fees shall be prescribed by the Fee Regulatory Committee of the University from time to time and it shall be notified separately on Website.

6.18 The Matter which are not covered in the Clauses above and if any queries regarding the Interpretation of any Clause arises it shall be decided by the Vice-Chancellor on the recommendation of Academic Council/University Research Degree Committee and the Decision of the Vice-Chancellor shall be final and binding.

**Annexure-I****SRI AUROBINDO UNIVERSITY**

**Application for Registration of D.Sc./D.Litt./LL.D. after completion of Ph.D. Course**  
**Academic year 20\_\_-20\_\_**

Faculty: ..... Subject/Specialty: .....

Registration Fee: Rs. .... DD No. .... dated Bank & Branch. ....

To,

The Registrar,

Sri Aurobindo University, Indore.

Sir/Madam,

I hereby apply for final registration to the D.Sc./D.Litt./LL.D. Course. I state that I have not been registered as a student for this or any other Degree in this or any other University. The required details about me are as follows:

1. Name (In CAPITAL) .....
2. Father/Husband Name. .... 3. Mother's name. ....
4. Date of Birth. .... 5 Gender. Male/Female .... 6. Nationality. ....
7. Permanent Address: .....  
..... PIN .....
8. Present (Local) Address: .....  
..... PIN .....
9. Contact: ..... Mobile. .... Phone – (0) ..... email: .....
10. Category (Please TICK) (attach attested copies of all relevant documents):  
 Open ☐ SC ☐ ST ☐ OBC ☐
11. University Enrolment Number.....
12. Details of Qualification in Chronological Order (attach attested copies of university degree):

Sr.. No.	Qualification level Nomenclature	Name of Board/ College	University	Year Passing	% Obtained
1.	High School				
2.	Higher Secondary (10+2)				
3.	UG Degree				
4.	PG Degree				
5.	Ph D.				
6.	Any other				

## 13. Details of Teaching Experience in Chronological Order (attach attested copies of all relevant documents):

Sr. No.	Subject	Department	Designation	Period (In years)	Total Experience
1.					
2.					
3.					
4.					
5.					

\*Kindly attach attested copies of all relevant documents

(a) Total UG Teaching Experience: years. . . . . months . . . . .

(b) Total PG Teaching Experience: years. . . . . months . . . . .

## 14 Details of Publication/Research Publications in Chronological Order

S.No.	Publication Title	Journal Details (Name, Issue No. & month of Publication)	Indexed in (As per NMC/Regulatory body Norms)	Author number First/Second/Corresponding
1.				
2.				
3.				
4.				
5.				
6.				
7.				

\*Kindly attach attested copies of all relevant documents

## 15 Details of professional experience, if any (attach necessary certificates)

- (i) Nature of professional experience . . . . .
- (ii) The Institute where professional experience was gained . . . . .
- (iii) Period of professional experience: . . . . .

## 16 Advisor (If Applicable) : . . . . . Designation Department: . . . . .

Address: . . . . .

Number of students registered under the guide in current Academic Year. . . . .

Number of all students registered under guide and still not completed PhD: . . . . .

## 17 Name of the Advisor (if applicable): . . . . .

Designation. . . . . Department: . . . . .

Address: . . . . .

## 18. Title of the Synopsis (Outline of Research): . . . . .

. . . . .

## Enclosures:

Sr. No.	Name of the Documents	Attached (Yes/No)
1.	Date of Birth Certificate	
2.	Caste Certificate	
3.	Migration Certificate	
4.	U.G. Degree Certificate	
5.	PG Degree Certificate	
6.	Experience Certificate	
7.	Copy of No Objection Certificate from employer	
8.	Copy of Relieving Letter	
9.	Copy of Approval Letter as a Teacher	
10.	State Council Registration Certificate	
11.	Copy of Receipt of fees paid at Centre	
12.	2 Passport size color photographs	
13.	Copy of Research Publications	
14.	Copy of Report of Institute Research Committee	

## Undertaking by the Candidate

I, Dr/Mr/Ms .....  
 hereby declare that, all the information given above related to me are true, to the best of my knowledge. I have read the Rules for the Degree of Doctor of Letters (D.Sc /D Litt./LL D ) prescribed by the Sri Aurobindo University, Indore and I undertake to abide by them. I also undertake to regularly work at the Place of Research.

Thanking you

Your sincerely,

Date: .....

Place: .....

Signature of Applicant

## Recommendation of the Head of the Department/Research Institute/Dean/Principal

I am pleased to forward the application along with the synopsis prepared by, Dr./Mr./Ms ...  
 ..... at this institute. I certify that this final draft is approved by IRC & IEC of this Institute and all the fees for admission to D.Sc./D.Litt./LL D Course are paid by the candidate.

Place: .....

Date: .....

Seal: .....

Signature with Stamp



## Annexure-II

**SRI AUROBINDO UNIVERSITY****DECLARATION BY THE CANDIDATE (Research Schedule)**

I declare that

1. The research work presented in the thesis entitled

\_\_\_\_\_

\_\_\_\_\_

is my own work except as acknowledged in the text and footnotes.

2. There is no plagiarism in the research work reported in the thesis.
3. To the best of my knowledge this thesis has not been submitted either in whole or in part, for award of any other degree/diploma at this University or at any other such institution.
4. I have also given presentation before the screening committee constituted by the University and successfully incorporated the suggestions
5. I have published ..... research paper(s) in referred journal(s) and presented ..... research papers in conferences/seminars from the research work of the thesis. I have also produced evidence of the same in the form of reprints and/or presentation certificate before screening committee.

Date:

Signature of Candidate

Name of the Candidate

Registration No.

M. No. of Candidate

-Forwarded by -

Dean/Principal/Head of the Institution.

**Annexure-III****SRI AUROBINDO UNIVERSITY****PROFORMA FOR SYNOPSIS**

1. Title of the thesis
2. Introduction: Giving purpose of research
3. A brief review of the work already done in the field.
4. Noteworthy contribution in the field of proposed work.
5. Contribution of the candidate in the field of proposed work.
6. Proposed methodology during the tenure of the research work.
7. Expected outcome of the proposed work.
8. Bibliography is standard format.
9. List of published papers of the candidate.

(Attach one set of reprints)

Signature of Head, U.T.D./Dean/Principal

Signature of the Candidate

**SRI AUROBINDO UNIVERSITY, INDORE**  
**ORDINANCE No. 14**  
**DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**

**1. SHORT TITLE AND COMMENCEMENT:**

These Ordinances shall be called "THE REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) OF SRI AUROBINDO UNIVERSITY.

These Ordinances shall come into force with effect from the date of notification with objective of producing skilled/Independent researchers capable of rendering original contribution of knowledge and evaluation of new learning.

- 1.1 Sri Aurobindo University shall offer the degree of Doctor of Philosophy (Ph.D.) on regular basis twice a year, in all the subject of the faculties as specified by suitable Notification by the University Doctoral Committee.
- 1.2 The Ph.D. Degree awarded by the University shall be by research and not by papers. It shall be awarded by Thesis followed by open defense through Viva Voce.
- 1.3 The Ph.D. degree awarded by University shall incorporate any amendments made from time to time by statutory apex councils NMC/DCI/INC/UGC or any other.

**2. DEFINITIONS:**

In the Ordinance, unless the context requires otherwise, following meanings shall apply.

- 2.1 University means Sri Aurobindo University.
- 2.2 University Doctoral Committee means a committee constituted by the University to coordinate all Doctoral Programs.
- 2.3 College Doctoral committee means a committee constituted by University to Coordinate all Doctoral programs at college level.
- 2.4 Program means Doctoral Program leading to the award of Ph.D Degree
- 2.5 Course work means curriculum prescribed for the scholar to undergo as a part of the Ph.D. program.

**Abbreviations:**

UDC	-	University Doctoral Committee.
CDC	-	College Doctoral Committee.
COE	-	Controller of Examination.

**3. ELIGIBILITY FOR ADMISSION TO Ph.D. DEGREE:**

- 3.1 A candidate for the degree of Doctor of Philosophy must, at the time of application, hold a Master's degree or equivalent in the concerned or allied subject with at least 55% Marks (50% for SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree of the University, a deemed University or other University incorporated by any law for the time being in force and recognized by the University or equivalent by Sri Aurobindo University.

For Candidates belonging to the Faculty of Medicine, Public Health, Dentistry, Nursing, Speech and Hearing and All other eligibility of the candidate will be decided as per Statutory Body Norms.

- 3.2 A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his/her Master's Degree under following categories

3.2.1 Full time research scholar.

3.2.2 Part time research scholar.

Provided that, research work leads to Ph.D. Degree may be allowed in allied subject of interdisciplinary nature of the same faculty or of allied faculties. In such cases, candidates may be permitted to work under one or two co-supervisors along with the supervisor.

- 3.3 In-Service Candidates/Qualified & Eligible Teacher: The cadre of equivalent or above assistant professor having eligibility qualification as per clause (3.1), having 05 years continuous teaching experience in the concerned subject shall be treated as qualified and eligible candidate.

Provided that Candidate having Post PG diploma and DNB shall be considered eligible to pursue Ph.D. course as in-service candidate, if such candidate has published minimum two papers in indexed journals and who have put atleast 8 years regular confirmed service at University recognized place for Research for Ph.D. They shall be exempted from the Entrance Test conducted to qualify for

registration to Ph.D. Course. The separate list of Qualified and Eligible "Teacher" candidates for the purpose of registration for Ph.D. Course shall be prepared by the College Doctoral Committee nominated by Vice-chancellor for said purpose by considering the age of the applicant, research activities, approved experience, number of publications, etc. Qualified and Eligible "Teacher" candidates working additionally for the university shall be given preference. The list prepared by the CDC shall be submitted to the UDC and Vice-Chancellor for approval and appropriate decision. The decision of the Vice-Chancellor on it shall be final and binding. The final approved list shall be published on the University website for information of all concerned.

- 3.4 **International Candidates:** International Students including (foreign nationals & NRIs) are eligible to apply for Ph.D. program provided they possess equivalent eligibility requirements as mentioned in regulation 3.1 and 3.2
- 3.5 For those International Students (who have not obtained the PG Degree from any UGC recognized University, for whom the equivalency of degree as per respective council shall be necessary but whose equivalent degree is recognised by appropriate authority in India) shall be allowed to appear for entrance test only after confirmation of application by UDC with subject experts. They will take into account the credential and research publications of the applicant in this section.

#### **4. DURATION OF RESEARCH WORK:**

- 4.1 **Minimum Time Period:** The minimum duration of Ph.D. degree course for candidate who possesses Post Graduate qualification is three years.
- 4.2 **Maximum Duration:** In case the candidate is not able to complete his/her research work within a maximum period of six years, on the written request of the candidate through their Research Guide, prior to Six months of expiry of date of registration, the UDC may grant extension for time not more than further two years. In such case, the candidate shall be required to pay the tuition and all appropriate fees again.
- 4.3 **Re-Registration:** After expiry of this grace period of two years the registration of candidate shall automatically be cancelled. However, thereafter such candidate

may register again as a fresh candidate after following due procedure of admission as prescribed above.

#### 5. REGISTRATION SESSION:

- 5.1 There shall be two sessions in each year for provisional registration of candidates for the Degree of Ph.D. (1st April & 1st October). As per availability of vacant seats.
- 5.2 The tentative schedule of Ph.D. Entrance Examination and Provisional Registration for Ph.D. Program is as follows:-

	Tentative	For April Session	For October Session
i.	Release of Advertisement	December / January	July / August
ii.	Entrance Examination	January / February	August / September
iii.	Publication of Results	January / February	August / September
iv.	Counseling	March	September
v.	Last date for applying for Provisional Registration for Ph.D. program	March	September
vi.	Date of Provisional Registration	1st April	1st October

#### 6. AVAILABILITY OF SEATS:

Ph.D. Course Seats Distribution: 33% seats from the total available seats for that particular Academic Year shall be kept reserved for the qualified and eligible approved in-service teacher candidates and remaining seats shall be available for other candidates, who have passed the Entrance Test. In case there are no eligible candidates after the Entrance test and the seats remains vacant, the seats will be reverted to in-service candidates. Similarly, if In-Service Candidates seats remain vacant, they can be available for other candidates.

**7. PROCEDURE FOR ADMISSION TO Ph.D. PROGRAM:**

- 7.1 Candidates shall be admitted through an entrance test followed by an interview. The students who have qualified UGC-NET with JRF / UGC-CSIR-NET with JRF / teacher/ fellowship holder or any other Government / Foreign research fellowship holder or In service teacher candidate of the Sri Aurobindo University are exempted from entrance test and shall be admitted through interview only.
- 7.2 Entrance Test: University may conduct twice a year Entrance Examination as per requirement for purpose of admission. The syllabus, format, marks and other details of the Entrance Test shall be recommended by the UDC and accepted by the Vice-Chancellor.
- 7.3 Notifications of Ph.D. Course: The University may publish a Notification twice as per availability of vacant seats in an Academic Year, as mentioned for admission to Ph.D. course under all faculties and call applications from eligible and desirous candidates. Such Notification shall contain:
- 7.3.1 The number of seats available for registration (faculty wise, college wise & subject wise distribution of seats, along with list of available recognized guides for the particular Academic Year).
- 7.3.2 General rules regarding application form and admission procedure. The number of available subject wise seats for Ph.D. course shown in the notification shall be in accordance to UDC. The notification shall be published on the University website. The rules regarding reservation as specified by the State Government from time to time shall be applicable for this admission process. Before announcing the available number of Ph.D. seats for an Academic Year, the University shall collect data from all the Heads of the College(s) for determining the exact number of available Ph.D. seats and Ph.D. Guides in each subject.
- The Head of the College after obtaining consent from the respective Ph.D. guide shall inform the University, the exact number of Ph.D. candidates to be allotted for each guide. The distribution of seat shall be notified on the basis of this information.
- 7.4 In response to the advertisement or notification of the university, the candidate desirous of seeking admission to Ph.D. programme shall be required to submit

application on prescribed form (Annexure-I) along with demand draft of prescribed entrance test fee and supportive documents to the office of the Head of the proposed centre of entrance test within the given time period.

- 7.5 Candidates shall be admitted through the Entrance Test, which shall be conducted for each subject separately at the University Teaching Departments or other venues as decided by the University.

Provided that, the Colleges/Department/Institute/U.T.D. which are approved research centers, shall be allowed to conduct the Entrance Test for the subjects not available in the University Teaching Departments.

Provided further that, the Vice Chancellor may assign to the allied or to any University Teaching Department to conduct the Entrance Test for the subjects available only in the colleges.

- 7.6 The Vice Chancellor shall constitute a departmental College Doctoral Committee(CDC) to conduct the Entrance Test comprising of the following members:

- |   |                         |
|---|-------------------------|
| ➤ Dean of the concerned faculty                                 | – Chairperson           |
| ➤ Chairperson, Board of studies                                 | – Member                |
| ➤ Head of the Department/ Principal/Dean                        | - Member & Co-ordinator |
| ➤ One subject Supervisor to be nominated by the Vice Chancellor | - Member                |
| ➤ Ethical Committee Chairperson of the College                  | -Member                 |

If the Dean of the faculty is not available, the Vice Chancellor shall appoint any other Dean or a Senior Professor of the University to chair the CDC.

Chairman and two other members shall form the quorum. In case quorum is not complete then the Vice Chancellor may nominate one or two subject experts in the relevant field(s) from the same university / other university to form the quorum. University may also conduct the Entrance Test in different subjects through a committee constituted by the Vice Chancellor.

- 7.7 The functions of the CDC shall be as follows:

- To scrutinize the applications.
- To arrange the Entrance Test.
- To conduct the interview.
- To submit the final list of candidates.



- Any related work assigned by the Vice-Chancellor.

#### 8. ENTRANCE TEST:-

- 8.1 The duration of the Examination will be 3 (three) hours.
- 8.2 The Entrance Examination will be conducted in ENGLISH only. The question booklet will consist of 100 multiple choice questions (single best response).
- 8.3 The written test will have two sections,

	Particulars	No. of MCQ's	Marks	Duration
Section A	Research Methodology (common to all disciplines)	50	1 mark each	90 min
Section B	Discipline specific	50	1 mark each	90 min

Both section (A & B) will be considered for evaluation.

- 8.4 The syllabus of both parts of the question paper shall be approved by the concerned Board of Studies. The Paper shall be prepared by a panel of examiners recommended by the Board of Studies of the concerned subject and approved by the Vice Chancellor.

The candidates must score minimum 50% marks (45% for SC / ST / OBC) in the entrance test to qualify for the interview. A list of the eligible candidates for interview shall be prepared by the CDC on the basis of the result of the Entrance Test and the same shall be submitted to the COE to notify.

- 8.5 **Interview:** The successful candidates of the Entrance Test shall have to appear in the interview. The interview shall be conducted by the CDC.

The candidates are expected to bring the No Objection Letter from the proposed Supervisor and Co-supervisor (if applicable) duly forwarded from the Head of the research centre(s).

The candidates are required to discuss their research interest / area through a presentation before a duly constituted CDC. The interview/viva-voce shall also consider the following aspects, viz. whether:

- the candidate possesses the competence for the proposed research
- the research work can be suitably undertaken at the research centre;
- the proposed area of research can contribute to new/additional knowledge.

The evaluation in interview will be based on 100 marks to be allocated in the following criteria, each of 25 marks:

- Research plan.
- Research potential/ aptitude.
- Communication skills.
- Subject knowledge in the respective area of research.

The CDC shall decide the cut-off marks in interview for admission for Ph.D.

The Chairperson, CDC, will allocate the marks in each of above criterion after consensus. In case of disagreement among the members the average of the marks given by individual member will be the final marks in the criterion. Merit list will be prepared on the basis of the marks obtained out of 100 marks in the interview and the decided cut-off marks.

The CDC shall finalize the list of the candidates to be admitted to the Ph.D. programme in the concerned subject as per the merit and availability of seats. It shall also allot the Research centre, Supervisor, Co-Supervisor (if any), and approve the tentative area of the proposed research work. The final list shall be submitted to the COE. After the approval of the Vice Chancellor, the list shall be notified.

**Note:** (i) While granting admission to Ph.D. programme, the CDC will pay due attention to the State Reservation Policy/University Reservation Policy.

(ii) The CDC should also see that only the predetermined number of students shall be admitted to Ph.D. programme.

**9. ALLOCATION OF SUPERVISOR/CO-SUPERVISOR:**

- 9.1 The allocation of the supervisor for a selected student shall finally be decided by the CDC in a formal manner depending on the available seats with the supervisor, the available specialization among the supervisors and the research interest of the student as indicated during the interview.
- 9.2 In case Supervisor is not working at the research centre a Co-supervisor may be allotted from the research centre to guide and monitor the research scholar at the centre. In case Supervisor / Co-supervisor belongs to the Research Laboratory recognized by the University as research centre through MOU then respectively Co-supervisor/ Supervisor will be allotted from the UTD with which Research Laboratory has the MoU.
- 9.3 In case of topics which are of inter-disciplinary nature where the CDC feels that the expertise in the research centre has to be supplemented from outside, the CDC may appoint a Research Supervisor from the research centre, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Research centre/ Faculty / College/ University on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

**10. COURSE WORK:**

- 10.1 The candidates selected for Ph.D. programme are required to apply for the Ph.D. registration on prescribed proforma downloadable from the university website (Annexure-II). The duly filled registration form along with the necessary documents and certificates shall be forwarded by the research centre after verifying the payments of the following fees:
- Registration fee
  - Ph.D. Course work fee
  - Research Centre fee for six months
  - Research Centre Caution Money (payable once only and refundable)
  - University Library fee for six months
  - University Library caution money (payable once only and refundable)
  - Research Laboratory fee for six months (where laboratory work is involved)
  - Identify card fee

➤ Any other fee as decided by the university

Duly forwarded Ph.D. registration form should be submitted to the University and a photocopy of the same form and documents should be submitted to the Research Centre.

All candidates admitted to the Ph.D. programme and submitted the Ph.D. registration form shall be required to complete the course work of 16 credits as prescribed by the University/ Research Centre during initial one or two semesters. The course work shall be treated as prerequisite for Ph.D. preparation. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The examination and evaluation scheme for Ph.D. course work shall be as per the examination and evaluation scheme of the University applicable to the other programmes of the UTDs.

The Ph.D. course work shall contain the following courses:

➤ Research Methodology	4 credits
➤ Review of Published Research in the relevant field	3 credits
➤ Computer Applications	3 credits
➤ Advance course in the relevant subject	3 credits
➤ Comprehensive Viva-Voce	3 credits

The course on Research Methodology should cover areas such as statistical research methods, research ethics, research report writing, etc. The course on Review of Published Research in the relevant field will be undertaken under the supervisor or the regular teacher of the centre of course work and the candidate has to consult the library or other resources to carry out the literature review. At the end of the semester the candidate has to submit a brief report on the literature review for evaluation, which will be done by the two examiners. The course on computer applications will include the computer applications helpful in the relevant subject. The advanced course in the relevant field shall comprise the topics related to the subject of research. The syllabus of the courses on research methodology, computer applications, and advanced course shall be decided by the concerned Board of Studies.

The final grades shall be submitted to the University. The University shall issue

the certificate of the Ph.D. course work in the prescribed format (Annexure-III).

- 10.2 The course work shall be conducted in the University Teaching Departments/ Research centers as approved by the Vice chancellor.
- 10.3 If found necessary, course work may be carried out in another UTD/ Institute within the University for which due credit will be given.
- 10.4 If a student obtains for upgrade in a course/ subject, he /she will be treated to have failed in the original course in which he/she took admission. He / she have to reappear in the examinations of the course as and when conducted or arranged by the UTD in the next semester. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat end-semester examination to decide the grade in the repeat course. The student has to pay the prescribed fee for repeating the course. If he/she further fails in the course, he/she shall not be given another chance and he/ she shall be out of the Ph.D. programme. No student shall be allowed to repeat the course to improve the grade if he/ she pass the course.
- 10.5 The candidate has to obtain a minimum of 55% of marks or its equivalent grade points in aggregate in the course work in order to be eligible to continue in the Ph.D. programme.

#### **11. REGISTRATION OF THE STUDENT:**

- 11.1 After successful completion of the Ph.D. course work the students shall submit the copy of the certificate of the course work and synopsis of the proposed research work in the prescribed Proforma (Annexure-IV) to the University within two months from the date of declaration of result of the Ph.D. course work.
- 11.2 The University shall conduct the meeting of the University Doctoral Committee (UDC) consisting of the following members:
- |  |              |
|--|--------------|
| • Vice Chancellor or his nominee   | -Chairperson |
| • Dean of the Faculty  | -Member      |
| • Head/Dean/Principal of the University Teaching Department/School of Studies in the subject | -Member      |
| • Chairperson, Board of Studies in the Subject.  | -Member      |

- One external subject expert of the rank of University Professor to be appointed by the Vice Chancellor, ordinarily out of a panel of 5 experts given by the Chairman of the Board of Studies concerned. The term of panel shall be coterminous with the Chairman Board of Studies.

External expert and two other members shall form the quorum.

- 11.3 The candidate shall make an oral presentation of his/ her proposed research work before UDC.

**Note:** - On the request of the supervisor, Vice Chancellor may permit him / her to be present as an observer during the oral presentation of his/ her candidate.

- 11.4 The UDC shall recommend the topic of research and the date of registration of the candidate for the Ph.D. degree. On approval by the UDC, the candidate shall be registered and enrolled as a Ph.D. student from the date on which candidate deposited the registration fee or as decided by UDC whichever is later. Candidate will also be required to pay regular tuition, library, IT centre and laboratory fees (six monthly) during his research tenure.

- 11.5 Provided that, if the UDC approves the topic and suggests a minor change, then the candidate shall be allowed to submit a revised synopsis through the Chairperson, B.O.S. and Dean of the faculty.

- 11.6 If the UDC does not approve/recommend a candidate for registration to Ph.D. Candidate shall be allowed to make an oral presentation again in the next UDC. In such cases, date of registration shall be as per the recommendation of UDC. Provided that, if candidate fails to be present or satisfy the UDC for the second time, his / her case will be rejected / cancelled. In such case, the caution money deposited by the candidate shall be refunded.

- 11.7 A candidate shall pursue his/her research at the allotted research centre.

- 11.8 In case of any dispute in the UDC regarding allied subjects of interdisciplinary nature, the case should be referred to the Academic council. The Vice Chancellor may constitute a committee in this regard and the report of the committee should be placed before the Academic council/standing committee for decision.

- 11.9 The meeting of the UDC shall be held in the University Office twice a year preferably in a gap of six months. The committee shall recommend the eligibility

of the person for the appointment as Supervisor/ Co-supervisor and prepare a list accordingly. This list shall be available with the Registrar.

Provided that, a candidate permitted to work in a research establishment recognized by the university shall be required to take one Supervisor/ Co-Supervisor from the institution/ research establishment where the candidate is actually working

Also provided that, a candidate may be permitted to carry out his practical work in a Research Institution/Research Laboratory/Laboratory of a University for the purpose, under the supervision of a Scientist/ Teacher of the Institution who may or may not be the Co-supervisor of the candidate.

## **12. APPLICATION FOR RESEARCH GUIDE/RESEARCH CO-GUIDE:**

- 12.1 A full time faculty/scientist desiring to be recognized as a Research Guide, shall apply in the prescribed application form (Annexure-V). This shall be placed before the UDC for making suitable recommendations for approval or otherwise as a Ph.D. Research Guide. Vice-Chancellor shall accord such approval based on recommendation of UDC for this purpose and he may seek opinion of any subject experts, if required. On such approval, the Research Guide will be intimated that they have been recognized as a Research Guide for Ph.D. research. Co-Guide may be nominated, if felt essential by UDC.
- 12.2 Nomination of Co-Guide shall be mandatory in case of research work In Inter Disciplinary Research. In such cases, the Guide shall be from the discipline of research & Co Guide shall be from the other relevant discipline.
- 12.3 If a teacher working in a department different from their specialization wishes to guide a candidate in the subject in which the Guide holds the eligibility degree, they may be appointed as the Guide/co-Guide of the candidate. However, the candidate shall be admitted only in the main department corresponding to the subject of research of the candidate in the accordance with the normal procedures. This appointment will be done only after approval of UGC.
- 12.4 Guide/Co-Guide is unable to continue, the UDC may nominate replacements.
- 12.1 Scholars, pursuing Ph.D. Program themselves, shall not be nominated as Guide/Co-Guide.

- 12.2 Guide/Co-Guide shall not undertake to offer guidance for Ph.D. work to any of his/her first degree relative.

**13. THE ELIGIBILITY CRITERIA TO BE RECOGNIZED AS RESEARCH GUIDE/ CO-GUIDE:**

- 13.1 A regular Professor of the University/College or Professor equivalent Scientist of the Research Establishment/Laboratory with at least five research publications in refereed journals and a regular Associate Professor (Reader) or equivalent Scientist /Assistant Professor (Lecturer) or equivalent Scientist of the university/college/ Research establishment with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor/ Co-supervisor.
- 13.2 Only a full time regular teacher of the concerned University/ College or scientist of the research establishment recognized as research centre can act as a supervisor. External supervisor, following criteria of UGC may be permitted with approval of RDC and Vice-Chancellor. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the RDC.
- 13.3 A Research Supervisor who is a Professor or equivalent Scientist, at any given point of time, can guide upto a maximum of Eight (8) Ph.D. scholars. An Associate Professor or equivalent Scientist as Research Supervisor can guide upto a maximum of six (6) Ph.D. scholars and an Assistant Professor or equivalent Scientist as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- 13.4 Maximum number of Ph.D. students can work under a Co-Supervisor will be same as under Supervisor mentioned above in column (iii). However, the Vice-Chancellor may increase the number of Ph.D. students under a Co-Supervisor under very special circumstances.
- 13.5 A guide for Ph.D. degree shall not have less than 8 years approved teaching and/or research experience after his/her PG qualification and out of which, 3 years recognized teaching experience in the concerned subject and also shall have published at least 5 papers in the Indexed Journals(s).

OR



13.6 Highly deserving candidates working in research institutes in a "Scientist-C grade" category and having at least total 10 years research experience and also possesses minimum 5 publications in Indexed Journals and/or 3 patents to his/her credit in any area of Health Sciences/ Biological Sciences/ Life Sciences may be recommended by the UDC to the Vice-Chancellor for Recognition as Ph.D. guide. The decision of grant of Recognition or otherwise taken by the Vice-Chancellor shall be final and binding.

OR

13.7 Highly Deserving candidates with 3 years research experience after Ph.D. degree with 5 publications in the Indexed Journals/ 3 patents to his/her credit in any area of Health Sciences/Biological Sciences/ Life Sciences may be recommended by the UDC to the Vice-Chancellor for Recognition as Ph.D. guide. The decision of grant of Recognition or otherwise taken by the Vice-Chancellor shall be final and binding.

13.8 A recognized PG teacher with 3 years of Post Graduate teaching experience shall be eligible to become as a Co-Guide for Ph.D. on request of the student duly forwarded with consent of his/her Guide through the Head of the College/Institute. The Vice-Chancellor shall consider and take final decision regarding allotment of Co-guide for the work of Ph.D. considering the necessity of its requirement.

13.9 Provided that the persons belonging to the following faculties of Medicine, Dentistry, Allopathy, Ayurved, Nursing, Homeopathy and others, eligibility of Supervisors/ Co-Supervisors will be decided as per Statutory body norms.

13.10 A recognized Supervisor/ Co-supervisor who fails to publish any research paper over duration of five years shall not be eligible to enroll any new candidate under his / her Supervision

13.11 A regular teacher/ scientist/ scholar who wants to get himself / herself recognized as a Supervisor/Co-Supervisor shall apply in the prescribed format. Provided further that, a person who is currently registered for Ph.D. degree in any University shall not be eligible to act as Supervisor/ Co-supervisor or member of any committee mentioned in this Ordinance.

13.12 Number of Candidates per Guide.

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- A Guide shall not undertake to offer guidance for Ph.D. work for more than Eight candidates (including part-time scholars) at a time. However for reckoning the number of candidates under a Guide, the number of candidates for whom they are acting as a co-guide shall not be taken into account.
- A Co-Guide shall guide not more than Eight Scholars at any time.
- List of recognized researchers of Sri Aurobindo University under each faculty, their area of research interest and number of research scholars registered under them will be available at the university website. This will be updated from time to time

13.13 Maximum age of Ph.D Guide/Supervisor — For all faculties of Health Sciences, the recognized Ph.D. research Guide shall be permitted to work as a Guide up to the attainment of age of 70 years. Before two years of maximum permissible age limit (i.e. after attaining the age of 68 years), fresh registration under such guide shall not be permitted.

**14. ELIGIBILITY FOR INSTITUTE RECOGNITION & GRANT OF RECOGNITION AS RESEARCH CENTER (PLACE OF RESEARCH FOR Ph.D. PROGRAM):**

- 14.1 Every candidate who has registered for the Degree of Doctor of Philosophy (Ph.D.) shall pursue research under the supervision of a Research Guide in any one of the Post Graduate Departments of Sri Aurobindo University as recognized by the UDC.
- 14.2 For in-service Candidates the concerned Institution shall issue a No Objection Certificate stating that the candidate is permitted to pursue research leading to Ph.D. degree from Sri Aurobindo University on a part time basis while continuing in employment.

**15. UNIVERSITY DOCTORAL COMMITTEE:**

- 15.1 Any change in the membership of the University Doctoral Committee shall be effective only on approval by the Vice-Chancellor.
- 15.2 The UDC shall be functional till the end of public viva-voce examination for monitoring and advising scholars for whose thesis examiners have recommended

modifications, corrections, etc., to be incorporated in the thesis before the public viva-voce examination to defend thesis.

15.3 Functions of University Doctoral Committee: The UDC shall monitor the research work of the candidate. The UDC shall meet at least bi-annually (period from April to September & period from October to March). The minutes of the UDC meeting should be appended along with the six-month progress report.

15.4 The meetings of the UDC will be held only at the Sri Aurobindo University campus. Under unavoidable circumstances if one member of the UDC (Co-Supervisor or UDC member) is unable to attend a scheduled meeting in person, then he/she can participate via teleconference. This should be intimated to Vice-Chancellor in advance. The minutes of the UDC will be circulated and signatures obtained from members of the UDC.

15.5 At each UDC meeting, the members should

- Review, attendance and progress based on records submitted by PhD candidate and presentation made by the candidate.
- Approve the six month progress report submitted as per schedule by PhD candidates.
- Discuss matters relating to the candidates research study including timelines, publications or presentations, conferences, finalizing protocols etc.
- Identify proposed dates of UDC meeting and agenda/plan of action for next 6-12 months.

15.6 The UDC should within the first 6 months from date of provisional registration (in addition to items included above:

- Specify protocols/mechanism for monitoring of Pre-Ph.D. Orientation course in the college where candidate is registered.
- Specify pattern of examination to be conducted after Pre-PhD orientation course.
- Review the research proposal of the Ph.D. candidate (clause-18) (synopsis submission review) UDC should before the submission of synopsis approve

the presentation made by the candidate and after that review, certify that recommendations made by the committee have been addressed.

- Guide the candidate for submission of proposal to Institutional Ethics Committee.

15.7 The UDC should in the first 12 months from date of provisional registration:

- Approve/ finalize the research proposal and working title of the proposed thesis.
- Review the approval letter of Institutional Ethics Committee of proposed synopsis from the college where candidate is registered.

15.8 The UDC should approve the presentation for Pre Ph.D. thesis submission Program Review to be made by the candidate (clause 18) and after the review certify that recommendations made by the committee have been addressed.

#### **16. SUPERVISION FOR Ph.D. RESEARCH:**

16.1 A candidate shall work under the direct supervision of a recognized Ph.D. Guide of the University.

In each Academic Year, the number of Ph.D. students to be allotted to the concerned guide shall be decided with the consent of Guide in accordance to UDC.

16.2 A candidate who is a University approved full time Teacher/ the person in the Government Service shall be permitted to complete research work at their college (place of duty/ appointment) and get the benefit of provision under clause (4.1.1, 4.1.2, 4.1.3)

16.3 Normally, a candidate shall be required to complete research under supervision of their Guide, however, a candidate may be permitted by the UDC to transfer their registration from one research Guide to another, provided the first Guide gives "No Objection Certificate" for such transfer and the research Guide under whom the transfer is sought gives their consent to accept the candidate. Provided further that, in case of such transfer, if the research topic of the candidate is not to be changed, and in such case the candidate shall have to work under new guide for the minimum period of two years before the candidate is allowed to submit the Thesis. Additional fees may be levied as per rules.

16.4 Whenever the Research Guide of the candidate leaves service of the College/Institute or retires from the service but continues to be recognized as a Research guide, the student already admitted under such guide may be allowed continuing to work under him. However such guide shall give in writing his / her willingness to continue with the said student. The UDC shall, after ascertaining the choice of the student either to continue to work under the supervision of the same research guide or to work under another Research Guide, make appropriate recommendation to the Vice-Chancellor.

16.5 In case of any dispute between a candidate and the guide, the redressal committee consisting of the following shall examine the matter whose decision shall be final:

- (i) Chairman (The Vice-Chancellor or his nominee)
- (ii) Nominee of the UDC
- (iii) The Head of the Institute/Place of Research

However, if the complaint is against the Head of Institute then they shall not participate in the proceedings of the meeting. The Committee shall hear both the parties and submit its report with the specific recommendations. The report shall be submitted to the Vice-Chancellor for final decision.

#### **17. MEDIUM OF INSTRUCTION:**

English shall be the medium of instructions for Written/Oral examinations, Research Proposal/ Plan, Synopsis, Thesis & Research Papers etc.

#### **18. SIX-MONTHLY-REPORTS:**

18.1 The Candidate shall be required to send "six-monthly progress report" to the University within 15 days of notification in the prescribed format (Annexure-VI) through the guide and Head of the Institute. All progress reports of the candidate(s) along with a record of attendance, receipt of the fees paid, Synopsis and Title of Thesis shall be available for information of all concerned.

18.2 If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year and the candidate fails to deposit the fee, the Vice Chancellor may take necessary disciplinary action against him.

**19. REVIEW MEETINGS:**

Candidate will also complete reviews as detailed below

Review	Time frame	Nature of Review	Outcome
Research proposal review	Within 3 months from date of Provisional Registration (to be done before CDC)	The Scholar must incorporate the feedback and make necessary changes.	Approval from CDC
Synopsis submission review	Prior to submission of synopsis (to be done before UDC)	The Scholar must incorporate the feedback and make necessary changes.	Approval from UDC to submit synopsis.
Pre-PhD thesis submission review	3 months before likely date of submission of thesis (to be done before UDC)	The Scholar must incorporate the feedback and make necessary changes.	Approval from UDC to submit thesis.

- The Scholar shall also offer a Pre-Ph.D. Presentation in the concerned Institution/ Department for critical review/feedback/comments by Experts/Faculty Members/Research Scholars/Post Graduate Students etc. The Scholar must incorporate the feedback, received during the Presentation of the Thesis.

Note: Apart from above mentioned review meetings each candidate shall have to submit an approval letter from the Ethics committee of the institute/college within 6 months from date of Provisional Registration.

**20. PRESENTATION OF THE THESIS:**

- 20.1 The Thesis shall be written and printed preferably in acceptable or recognized font and the language of the thesis shall only in English except where the Language itself is a subject(Annexure-VII).

- 20.2 The candidate shall submit a draft dissertation / thesis to the research centre prior submission of the research summary and the scholar shall make a presentation in the research centre open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation / thesis in consultation with the supervisor/ co-supervisor.
- 20.3 Ph.D. scholars must publish at least one (1) research paper in referral journal and make two paper presentations in conferences / seminars of State/National before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 20.4 After completion of the minimum period of Ph.D. course as specified under clause 4 and after completion of course work as specified under clause 10, within two months from the date of course completion, the candidate shall forward application to the University, through their Research Guide and Head of Research Place with four hard copies of Thesis alongwith 02 CDs containing soft copies and 10 copies of the Thesis summary. The prescribed fees for evaluation shall be enclosed with such application. The Thesis shall include Certificate in the form 'A', a declaration from the candidate that, the work reported in the Thesis is original work carried out by the candidate himself and that the research work from other sources has not been included. Also thesis shall include certificate in the Form-B from the Research Guide and Certificate in the Form-C by Head of recognized place of Research institute(Annexure-VIII).
- 20.5 The material which has been obtained from the other sources shall be duly acknowledged in the Thesis by the candidate(s). If the material obtained from the other sources has not been duly acknowledged, then the candidate shall be held responsible in case of plagiarism. In case of plagiarism the candidate shall be liable to be punished for withdrawal of the Thesis/ Ph.D. Degree (even if awarded).The Candidate shall also include in the thesis a certificate of Plagiarism check (Form-D) Annexure-VIII. University shall follow rules prescribed by UGC/any apex body regarding plagiarism.

20.6 The Supervisor shall submit a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor (Reader) or college Professor in a sealed envelope to the COE.

Provided that the panel of examiners shall be obtained from the Head University Teaching Department/School of Studies/chairman Board of Studies of the subject concerned, in case the candidate is related to the Supervisor.

#### **21. APPOINTMENT OF EXAMINERS:**

21.1 The examiner shall be from out-side of the University with-in Madhya Pradesh/Out-side of the Madhya Pradesh/ Abroad.

21.2 On receipt of the panel of the examiners from supervisor and thesis along with summary and fees, the COE shall call a meeting of BOS of the subject concerned.

21.3 The Board of Studies shall prepare the panel of six Examiners in view of panel submitted by Supervisor including 50% name from outside Madhya Pradesh for the evaluation of Ph.D. thesis.

21.4 The Vice-Chancellor shall appoint two examiners amongst the Panel of examiner submitted by BOS out of which one Examiner is from outside M.P. state.

Provided that the Vice-Chancellor can appoint any subject expert/Examiner for evaluation of the thesis whose name is not included in the panel of examiner submitted by BOS.

#### **22. EVALUATION OF THESIS:**

22.1 The Vice-Chancellor shall appoint any two examiners from the Panel of external examiners prepared by the Board of Studies, one of whom shall be from outside of Madhya Pradesh state to examine the Thesis. The COE shall get in touch with each examiner by e-mail or land mail with a copy of the summary of Thesis to secure acceptance of the examinership. If however, no information is received from an examiner within four week's period from first communication to the examiner, his / her appointment shall be cancelled and a new examiner shall be appointed from the existing panel of examiners in accordance with the Clause (21.3) and (21.4).



- 22.2 Each external examiner will be requested to submit a detailed assessment report and his/her recommendation on a prescribed proforma to the COE within 45 days of date of receiving the thesis.
- 22.3 In case the assessment report is not received from an external examiner within 60 days, the Vice Chancellor may appoint another external examiner from the panel of examiners for evaluating the thesis.
- 22.4 The external examiner shall be required to state categorically whether in their individual opinion, the thesis should be.
- Accepted for the award of Ph.D. Degree, or
  - Referred to the research candidate for a submission in the revised form.
  - Rejected.

The external examiners shall state the reason for recommending / resubmission / rejection of the thesis. If resubmission is recommended, the external examiner shall specifically indicate the modification that needs to be incorporated in the thesis by the research candidate.

On the receipt of reports from all the external examiners the COE shall place them before the Vice Chancellor who will pursue the report and recommend one of the following:

- If both examiner are of unanimous opinion that the thesis be accepted for the award of the degree the candidate would be required to appear for oral defense.
- If both examiner are of unanimous opinion that the thesis should be rejected or the thesis be submitted in a revised form then the result be declared accordingly and the candidate be informed to submit the thesis in a revised form grounds and revision points shall be clearly stipulated by the external examiner.
- If there is no unanimity between examiners; an additional external expert shall be appointed as examiner to evaluate the thesis. The report of the additional external examiner, along with all the earlier reports shall be considered by the UDC and a recommendation made either to accept the thesis for the award of the degree or reject the same

- If one examiner recommends rejection of the Thesis and the other recommends acceptance, then a third examiner shall be appointed as per clause 21.3 and 21.4 from the panel of already approved examiners. The third examiner, if appointed, shall be from outside Madhya Pradesh. Once the third examiner is appointed, any previous recommendations of the examiner, in whose place the third examiner has been appointed, shall become null and void for all purposes. In case, the third examiner recommends acceptance or revision of the Thesis, then depending on the recommendation of the other examiner (who has not rejected the Thesis), the Viva Voce shall be arranged or the candidate shall be asked to revise the Thesis and resubmit, as the case may be. In case the third examiner recommends the rejection of the Thesis, then this recommendation shall be final and the Thesis shall be rejected.
- In case the candidate is being required to submit a revised thesis, he/she will submit the same within a period of one year from the date of communication in this regard from the COE. However in exceptional circumstances, this period may be extended by UDC by one more year but the total revision shall not exceed two years in any case. The revised thesis shall be sent for assessment to the original panel of external examiners. In the event of one or more original external examiners not being available, an additional external examiner may be appointed.

### **23. PUBLIC VIVA VOCE EXAMINATION TO DEFEND THESIS:**

- 23.1 Once the candidate submits his thesis, he after receiving the acceptance reports from two external examiners recommending for the award of Ph.D. Degree, the University shall appoint a two-member Viva Voce committee. This committee will consist of the external examiners who has evaluated the Thesis and the Guide of the candidate. The candidate's Guide shall be internal examiner cum convener for the Thesis defence and Viva Voce examination. The recommendation reports received from the two external examiners shall be forwarded to the Guide of the candidate, who shall arrange the Viva and the defense of the Thesis at the earliest date suitable to the external examiner. The Viva Voce and the open

defense of the Thesis shall be arranged either at the place of research or at the University decided in consultation with the convener (Internal Examiner/Guide). The Guide shall communicate to the University, the candidate and the external examiners and to all the concerned regarding the date, time and venue of Viva Voce. The Guide shall make the reports available to the candidate and the external examiner at least 3 days before the date of the Viva Voce. A separate notice on defense of Thesis presentation shall be issued and circulated to other Departments by the Guide at least 48 hours before the presentation to enable other faculty members and students to attend the Viva Voce. In case of any problem, the Dean of the concerned faculty shall take the appropriate decision. Deficiencies pointed out at open defense shall be upgraded to the satisfaction of the examiner.

- 23.2 If the external examiners, who have already evaluated the Thesis, are not able to be present at the time of the defense, the Vice-Chancellor, on recommendation of the Research Guide and the Dean of faculty concerned shall appoint another external examiner from panel to act as an examiner for the defense of the Thesis. In case, the Guide (internal examiner) is not available, the Vice-Chancellor shall appoint any other senior research guide to act as internal examiner on the recommendation of the Dean of the concerned faculty.
- 23.3 The Guide as convener shall moderate the Viva Voce and open defense. The candidates shall make a presentation of their Thesis covering the background, objectives, methodology, results and the conclusions of their study. After presentation, the examiners can ask the candidate for more clarifications. Those attending the open defense, who are not members of the Panel of Examiners, can also participate by asking relevant questions. The questions during the Viva Voce shall be of constructive type and shall lead to logical discussion on the topic of the Thesis. No one among the audience shall have right to comment on the acceptability or non-acceptability of the Thesis for the award of the Ph.D. Degree
- 23.4 The Guide and the external examiner shall submit to the Controller of Examinations their final consolidated report about the award of the Ph.D. Degree immediately after the defense is over in a prescribed format.

- 23.5 In case the defense & Viva Voce is not satisfactory, the examiners may by majority recommend with reasons in writing the specific comments regarding unsatisfactory performance of the candidate. The candidate shall act upon the comments accordingly and face the Viva Voce again after the period of three months.
- 23.6 The overall result of the Viva Voce and the defense of the Thesis shall be officially declared by the COE within 15 days from the date of receipt of the favorable report on the defense of the Thesis and the Controller of Examinations shall issue a Provisional certificate to the candidate, certifying that the Ph.D. Degree has been awarded in accordance with the provisions of Regulations of the U.G.C.
- 23.7 After the viva-voce, the recommendation of the examiners shall be reported to the Governing Body for the award of Ph.D. degree to the candidate.
- 23.8 Once the Ph.D. Degree is awarded to the candidate, one soft copy of the Thesis shall be kept under the custody of the Controller of Examinations. The second/Third hardcopy & softcopy of the Thesis shall be deposited in the University Library and UGC as well if required.
- 23.9 After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of prescribe fee. The reports will not disclose the identity of the examiners.
- 23.10 In case of rejection of the Thesis and based on the genuine grounds and recommendation of UDC, the Vice-Chancellor shall constitute an independent three-member review panel to investigate the cause of rejection of Thesis. The review panel shall examine the research work and the examiners' report thereon and shall submit its findings to the Vice-Chancellor for future improvements. It may also examine the matter to suggest as to whether the candidate can further work on the same topic to rebuild his initial work and the correct course of action for achieving that and time frame needed for resubmission of his thesis without exceeding the maximum time period prescribed for submission of Thesis given in this Direction.

**24. PUBLICATION OF THE THESIS:**

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of the Ph. D degree of the University.

**25. WITHDRAWAL OF Ph.D. DEGREE/NON PROCESSING OF Ph.D. THESIS:**

If at any stage it is found that the material quoted in the Thesis is copied from any other source/Author/Researcher and found the same as plagiarism, then the University shall withdraw the Ph.D. Degree (even if awarded), of such candidate or shall not process the Thesis for further evaluation and examination as the case may be.

**26. PRESCRIBED FEES FOR CANDIDATE:**

The fees shall be such as prescribed by the Fee regulatory committee of University from time to time and it shall be notified separately on website.

27. Matters which are not specifically covered in the clauses herein above and if any queries regarding the interpretation of any clause of this Direction, then it shall be decided by the Vice-Chancellor on recommendation of academic council/UDC and the decision of the Vice-Chancellor shall be final and binding.

## Annexure-I

## SRI AUROBINDO UNIVERSITY, INDORE

[www.sriaurobindouniversity.edu.in](http://www.sriaurobindouniversity.edu.in)APPLICATION FORM FOR ADMISSION  
IN Ph.D./ M.Phil. PROGRAMMESSelf Attested  
Photograph

Academic Session: \_\_\_\_\_

Name of the Programme for Admission: \_\_\_\_\_  
[(i) Ph.D. (ii) M.Phil. (iii) Both M.Phil. and Ph.D.]

Name of the Subject for Ph.D. / M.Phil.: \_\_\_\_\_

Subject for Entrance Test: \_\_\_\_\_ Faculty: \_\_\_\_\_

Proposed Research Centre: \_\_\_\_\_

Proposed Centre for Entrance Test: \_\_\_\_\_

1. Applicant's Name (in Hindi): \_\_\_\_\_ (in English): \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ 3. Gender: \_\_\_\_\_

4. Domicile of M.P.: Yes / No \_\_\_\_\_ 5. Blood Group: \_\_\_\_\_  
(If yes, attach photocopy of domicile proof)6. Category: Unreserved/ SC/ST/ OBC(non-creamy layer)/Differently-Abled: \_\_\_\_\_  
(Please attach photocopy of proof of category of SC/ST/ OBC(non-creamy layer)/Differently-Abled)

7. Nationality: \_\_\_\_\_ 8. Enrolment Number (if available): \_\_\_\_\_

9. Name of Father / Husband: \_\_\_\_\_

10. Name of Mother: \_\_\_\_\_

11. Annual Income of Parents: Rs. \_\_\_\_\_

12. Are you UGC/ CSIR NET with JRF Qualified? Yes/ No: \_\_\_\_\_

13. Do you have Teacher Fellowship for Research? Yes/ No: \_\_\_\_\_

14. Do you have Government/ Foreign Research Fellowship? Yes/ No: \_\_\_\_\_

15. Do you have M.Phil. degree (as per UGC Regulations 2009 or amended thereafter) with  
course work? (Yes/ No): \_\_\_\_\_

(in case of "Yes" in any of the above mentioned questions no. 12-15, please provide photocopy of the proof of the same)

**16. Applicant's Address**

(a) Permanent: \_\_\_\_\_

\_\_\_\_\_ Phone no. of Father/ Husband: \_\_\_\_\_

(b) For Correspondence: \_\_\_\_\_

\_\_\_\_\_

Mobile No. of the Candidate: \_\_\_\_\_ Email ID of the Candidate: \_\_\_\_\_

Aadhar No. of the Candidate: \_\_\_\_\_

**17. Educational Qualifications (Enclose self attested photocopies):**

Class	Board/University	Year	Grade/ % of Marks	Division	Subject
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduate					
Post Graduate					
M.Phil.					
Any Other					

**18. Fee Details:**

Amount (Rs.): \_\_\_\_\_ Demand Draft No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Issuing Bank &amp; Branch: \_\_\_\_\_

**19. Teaching / Research Experience (if any):** \_\_\_\_\_**20. Any other information:** \_\_\_\_\_

Date:

(Signature of Applicant)

**Annexure-II**

**Format of application for Successful candidates in PhD Entrance test to apply for Registration in course Work at  
Recognized Place of Research for Academic Year 20\_\_-20\_\_**

To,

The Registrar,

Sri Aurobindo University,

Indore (M.P.)

Sir/Madam,

I Dr/Mr/Ms ..... hereby offer my application for  
Personal Interview and Counseling for selection and Registration to PhD Course for the Academic Year

20\_\_-20\_\_.

My details are as follows

1. Name of the Applicant: .....
2. Name of Subject/Specialty: .....
3. Merit Number ..... 4. Caste: ..... 5. Category: .....

6. Address for Correspondence.....

..... PIN 

--	--	--	--	--

Contacts: Mobile- ..... Tele- (0) ..... e-mail.....

7. PhD Entrance Test dated .....
8. PhD Entrance Test Result dated .....
9. Date of Counseling .....
10. Date of Notification Regarding Available Subjects and Guides .....
11. Name of Recognized Centre: .....
12. Admission Category(Please TICK): As a Regular-Student ☐ Eligible Teacher ☐



## 13. Educational details

S.No.	Qualification level and Nomenclature	Year of Passing	Name of College	University	%Obtained
1.	High School				
2.	Higher Secondary(10+2)				
3.	UG Degree				
4.	PG Degree				
5.	Any other				

\*Kindly attach attested copies of all relevant documents

## 14. Details of Experience in Chronological Order:

S. No.	Subject	Department	Designation	Period (in years)	Total Experience	University approval/ recognition letter
1.						
2.						
3.						
4.						
5.						

\*Kindly attach attested copies of all relevant documents

## 15. Details of Previous Research Work/Publications (Put in Chronological order):

S.No.	Publication Title	Journal Details (Name, Issue No. & month of Publication)	Indexed in (As per NMC Norms)	Author number First/Second/ Corresponding
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\*Kindly attach attested copies of all relevant documents

## 16 Preference for Guide:

Sr No	Name of Available Guide	Preference Number of Guide
1		
2		
3.		
4		

I declare that the information given above is correct to the best of my knowledge. I will submit one set of attested photo-copy of all required documents along with required originals at the time of Interview before Selection Committee at my cost. I am fully aware that if I offer myself for interview before the committee; this does not give any guaranty of my selection. The rights of selection or denial are reserved with the Committee.

Your sincerely,

Signature

Name of Applicant .....

Mobile No. ....

e-mail .....

Copy to:

The In-charge,  
University Doctoral Committee,  
College Doctoral Committee

Place:

Date:

## Annexure-III

## SRI AUROBINDO UNIVERSITY

www.sriaurobindouniversity.edu.in

**Ph.D. COURSE WORK - GRADE SHEET & CERTIFICATE**

Name & Address of the Institute/ School of Studies/ College where Ph.D. Course Work is Conducted	:	
--	---	--

Name of the Student	:	
Father's/ Husband's Name	:	
Mother's Name	:	
Enrolment No.	:	
Roll No.	:	
Academic Session	:	
Semester	:	
Examination Month & Year	:	

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Creditsx Grade Point)
	Research Methodology	4			
	Review of Published Research	3			
	Computer Applications	3			
	Title of the Advanced Course	3			
	Comprehensive Viva-Voce	3			
TOTAL		16		-	
ATTEPT				SGPA	
RESULT		EQUIVALENT PERCENTAGE		DIVISION	

\* Grade In Repeat Examination

Equivalent Percentage=SGPAx10

This is certified that Mr./Ms/Mrs \_\_\_\_\_ has  
successfully  
completed the Ph.D Course Work as per UGC Regulations, 2016 and the Ph D Ordinance of the  
University  
Date of Result:

Co-ordinator	Head/ Director	Controller of Examinations
--------------	----------------	----------------------------

**Annexure-IV****Application for Final Registration for PhD Course for Candidates in  
Academic year 20\_\_-20\_\_**

Faculty: ..... Subject/Specialty: .....

Name of the College/Institute/Laboratory: .....

PhD Entrance Test Roll no. : ..... Category: .....

Date of Counseling: ..... Date of Admission: .....

Name of the Guide: .....

Admission Category (Please TICK): As a Regular-Student ☐ SAU Teacher ☐

Registration Fee: Rs. .... DD No. .... dated Bank &amp; Branch. ....

To,

The Registrar,  
Sri Aurobindo University, Indore.  
Sir/Madam,

I hereby apply for final registration to the PhD Course. I state that I have not been registered as a student for this or any other Degree in this or any other University. The required details about me are as follows:

1. Name (In CAPITAL) .....
2. Father/Husband Name ..... 3. Mother's name .....
4. Date of Birth ..... 5. Gender Male/Female ..... 6. Nationality .....
7. Permanent Address: .....  
..... PIN .....
8. Present (Local) Address .....  
..... PIN .....
9. Contact. Mobile Phone – (0) email: .....
10. Category (Please TICK) (attach attested copies of all relevant documents):  
Open ☐ SC ☐ ST ☐ OBC ☐

11. Details of Qualification in Chronological Order (attach attested copies of university degree):

Sr. No.	Qualification level Nomenclature	Name of Board/ College	University	Year Passing	% Obtained
1.	High School				
2.	Higher Secondary (10+2)				
3.	UG Degree				
4.	PG Degree				
5.	Any other				

12 Details of Teaching Experience in Chronological Order (attach attested copies of all relevant documents):

Sr. No.	Subject	Department	Designation	Period (In years)	Total Experience
1.					
2.					
3.					
4.					
5.					

\*Kindly attach attested copies of all relevant documents

- (c) Total UG Teaching Experience. years . . . months . . .  
 (d) Total PG Teaching Experience years . . . months . . .

13 Details of Publication/Research Publications in Chronological Order

S.No.	Publication Title	Journal Details (Name, Issue No. & month of Publication)	Indexed In (As per NMC Norms)	Author number First/Second/ Corresponding
1.				
2.				
3.				
4.				
5.				
6.				
7.				

\*Kindly attach attested copies of all relevant documents

14. Details of professional experience, if any (attach necessary certificates):

- (iv) Nature of professional experience: .....
- (v) The Institute where professional experience was gained: .....
- (vi) Period of professional experience: .....
15. Name of the Research Guide: ..... Designation Department: .....  
 ..... Address: .....  
 Number of students registered under the guide in current Academic Year: .....  
 Number of all students registered under guide and still not completed PhD: .....
16. Name of the Co-Guide (If applicable): .....  
 Designation: ..... Department: .....  
 Address: .....
17. Title of the Synopsis (Outline of Research): .....  
 .....  
 .....
18. Whether 2 copies of synopsis are attached : Yes/No
19. Whether one-e-copy (CD/DVD) of synopsis is enclosed : Yes/No
20. Whether approval from College Doctoral Committee was obtained : Yes/No  
 (attach copy of letter)
21. Whether approval from Institution Ethical Committee was obtained : Yes/No
22. Whether candidate is fulfilling eligibility conditions : Yes/No

## Enclosures:

Sr. No.	Name of the Documents	Attached (Yes/No)
1.	Copy of PhD Entrance Test Mark-List	
2.	Date of Birth Certificate	
3.	Caste Certificate	
4.	Migration Certificate	
5.	U.G. Degree Certificate	
6.	PG Degree Certificate	
7.	Expenence Certificate	
8.	Copy of No Objection Certificate from employer	
9.	Copy of Relieving Letter	
10.	Copy of Approval Letter as a Teacher	
11.	State Council Registration Certificate	
12.	Copy of Receipt of fees paid at Centre	
13.	2 Passport size color photographs	
14.	Copy of Research Publications	
15.	Copy of Report of Institute Research Committee	
16.	Copy of Report of E.I.C.	

**Undertaking by the Candidate**

I, Dr/Mr/Ms .....  
 . . hereby declare that, all the information given above related to me are true, to the best of my knowledge. I have read the Rules for the Degree of Doctor of Philosophy (PhD) prescribed by the Sri Aurobindo University, Indore and I undertake to abide by them. I also undertake to regularly work at the Place of Research and per the recommendation of Research Guide.

Thanking you

Your sincerely,

Date: .....

Place: .....

Signature of Applicant

**Recommendation of the Guide**

I, Dr/Mr/Ms.... .allotted Guide for,  
 Dr/Mr/ Ms. . . . . hereby certify that the  
 Synopsis/Outline of research of Dr/Mr/Ms. ....  
 ..... is prepared under my guidance/supervision and is a genuine work. I  
 recommend the same for further Final Registration. Presently .....  
 .students are registered under me for PhD Course under Sri Aurobindo University, Indore.

Place: .....

Date: .....

Signature & Name of the Guide



**Recommendation of the Head of the Department**

I am pleased to forward the final draft of Synopsis prepared by, Dr./Mr./Ms. ....  
... under guidance of Dr./Mr./Ms. ....  
... at this institute.

I certify that this final draft is approved by CDC& IEC of this Institute

Place: ...

Date: ...

Seal: ...

Signature with stamp of HOD

**Recommendation of the Head of the Research Institute**

I am pleased to forward the final draft of Synopsis prepared by, Dr./Mr./Ms. ....  
... under guidance of Dr./Mr./Ms. .... at this institute. I  
certify that this final draft is approved by IRC & IEC of this Institute and all the fees for admission to  
PhD Course are paid by the candidate.

Place: ...

Date: ...

Seal: ...

Signature with Stamp of

Head of the Research

Institute

**Annexure -V****Application for recognition as a Research Guide/ Co-Guide for Ph.D.**

1	Name (In capital letters)										
2.	Date of Birth										AGE
3	Date of Retirement										AGE
4.	Present Designation										
5.	Name of the Department										
6	Institutional address										
7	PIN										
8	Qualification										
9.	State Council Registration No.	Date of Registration:									
10	Address for Communication:										
11	Contact Details: (i) Mobile  (ii)e-mail:  (iii) Phone: Residence										

**12 Details of Qualification in Chronological Order (attach attested copies of all relevant documents):**

S. No.	Qualification Level and Nomenclature	Name of College	University	Year of Passing	% Obtained
1. UG Degree					
2. PG Degree					
3. PG Diploma					
4. DNB					
5. Ph.D.					
6. Any other					

\*Kindly attach copies of all relevant documents

**13 Details of Experience in Chronological Order:**

S No.	Subject	Department	Designation	Period (in years)	Total Experience	University Approval/ recognition letter no. and date
1.						
2.						
3.						
4.						
5.						

\*Kindly attach copies of all relevant documents

(A) Total UG Teaching Experience: .....years..... months

(B) Total PG Teaching Experience .. .... years .. months

(C) Total Experience as recognized PhD Guide: ..... years .... months

(D) Number of students guided for PhD course:

## 14 Details of Research Publications (put in Chronological Order):

	Publication Title	Journal Details (Name, Issue No. & month of Publication)	Indexed in (As per NMC Norms)	Author number First/Second/ Corresponding
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

\*Kindly attach attested copies of all relevant documents

## 15. Whether all Experience Certificate are attached? Yes/No

I declare that the information given above is correct to the best of my knowledge. If the information given above is found to be incorrect my appointment shall be cancelled

Place:

Date:

Signature &amp; Name of Applicant

**Annexure-VI****Format for six monthly progress report to be submitted by registered Candidate to University**

To,

The Vice-Chancellor

Sri Aurobindo University, Indore

Through:

The Dean/Principal/Director, .....

Subject. Six Monthly Progress Report of Dr./Mr /Ms ..... under the  
Guidance of Dr ..... Academic Year 20\_\_-20\_\_

Respected Sir/Madam,

I, Dr./Mr./Ms ..... bearing Entrance Test  
Roll No. .... Permanent Registration No. .... here by submitting my Six  
Monthly Progress Report to the University as under:-

1. Date of Provisional Registration: .....
2. Date of Permanent Registration: .....
3. Permanent Registration Number: .....
4. Tentative date of completion: .....
5. Name of Subject/Specialty: .....
6. Name of the Guide: .....
7. Report period From ..... to .....
8. Report number. First/Second/Third/Fourth/Fifth/Six .....
9. Date of previous report .....
10. Date of Pre-PhD Seminar (for last report only: .....

Place: .....

No. of participants: .....

11. Details of Report: (given details in brief, regarding literary review, pilot work, presentation of papers, publication of paper, details of attended workshops/seminars/conferences-related to research topic, completed clinical work stages, stages of completed laboratorial works, attendance at department/institute, etc (Please enclose all the related documents)

.....  
 .....  
 .....  
 .....

Date: .....

Signature of Applicant

**Certificate from Guide**

This is to certify that, the above-mentioned work, carried out by Dr/Mr/Ms .....  
..... is carried out under my direct supervision. The overall work and attendance of  
candidate during the period from ..... to ..... is satisfactory/unsatisfactory. Hence,  
forwarded to the University.

Date: .....

Signature and Name of the Guide

Date .....

Signature, Name and Stamp of the

HOD

**Satisfactory Performance, hence forwarded to the University**

Date:

Signature with Stamp of Head of

Place:

Institute/Dean/Principal

**Annexure-VII****Format Guidelines for Thesis to be submitted by a Student Registered for PhD Degree under Sri Aurobindo University, Indore.**

1. The candidate, through proper channel, shall submit the thesis after completion of his/her research work and satisfactory Pre-PhD Seminar and after fulfillment of other basic conditions as laid down by the Sri Aurobindo University, Indore, from time to time.
2. These guidelines provide candidate with essential information about how to prepare and submit thesis in a format acceptable to Sri Aurobindo University.
3. The Thesis should be written in ENGLISH only except where the subject itself is a language , and printed preferably in Acceptable/Recognised font under the following heading:-
  - (a) Title Page
  - (b) Certificates
  - (c) Acknowledgement
  - (d) List of Abbreviation
  - (e) Table of Contents
  - (f) List of Graphs
  - (g) List of Figures
  - (h) Introduction
  - (i) Aims and Objectives
  - (j) Review of Literature
  - (k) Material and Methods
  - (l) Results
  - (m) Discussion
  - (n) Summary & conclusion
  - (o) References/Bibliography
  - (p) Tables
  - (q) Annexures
  - (r) Master Chart
4. The written text of the Thesis shall not be less than 100 pages, excluding reference tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8 27" X 11.69") and bound properly. Spiral Binding should not be done
5. Use a standard font size 12 point consistently throughout the thesis for all text. It is permissible to change font size in tables, figures, captions, footnotes and appendix material.
6. Page margins should be a minimum of one half inch from top, bottom, left and right. All pages should have page number centered at the bottom of the page.

7. The Thesis shall include Form A (Declaration by the Student and Guide) and certificates by the Guide, Co-guide (if any), Head of the Department and Head of the Institution (Certificate pages supposed to be detachable and to be placed at the end)
8. Four hard copies of THESIS along with two sets of VCD/DVDs and ten sets of SUMMARY REPORT, thus prepared, shall be submitted to the Controller of Examinations, along with prescribed fees, for evaluation.
9. In clinical photographs (if included in the Thesis), the identity of subjects should be concealed. The names of the patients should not be stated in the master chart.
10. Names of individual, college, institute, teachers, guides, and any other sort of identity should not be disclosed in the Thesis in any form.
11. The first page of the Thesis shall be as under. (this page is supposed to be detachable)
  - (i) Permanent Registration Number:
  - (ii) Name of the Candidate:
  - (iii) Name of College/Institute:
  - (iv) Name of the Guide:
  - (v) Name of the Co-Guide:
  - (vi) Name of Examination PhD:
  - (vii) Name of Subject/specialty:
  - (viii) Name of Faculty:
  - (ix) Admission (Academic Year):
  - (x) Completion Year (Academic Year):
  - (xi) Title of the Thesis
12. The Second page of the Thesis shall be as under:
  - 1 Sri Aurobindo University, Indore
  - 2 Name of the Examination: Doctor of Philosophy (PhD)
  - 3 Name of the Faculty:
  - 4 Name of the Subject/Specialty:
  - 5 Admission Year( Academic Year):
  - 6 Completion Year(Academic Year):
  - 7 Title of the Thesis:



**Annexure-VIII**

**Format of required Certificates and Attendance Certificate to be Included in Final thesis by registered Candidate.**

**Form A****Declaration by the Student and Guide**

I, Dr /Mr./Ms ..... hereby declare  
that, my Thesis entitled .....  
.....  
..... has been prepared under the supervision and guidance of Dr. ....  
..... and that, if at any stage, it is found or reported that the material  
quoted/referred in my Final Thesis is copied from any other source/author/researcher and  
found that I have indulged in PLAGIARISM, I shall be held solely responsible for such an act and the  
University shall withdraw my PhD Degree (even if awarded) or shall not process my Final Thesis  
for further evaluation and examination, as the case may be.

Date: .....

Place: .....

Signature & Name of the Student

**Counter-signed by the Guide of the Student**

Date: .....

Place: .....

Signature & Name of the Student

**Form B****Certificate from Guide**

This is to certify that, the Thesis entitled .....  
 .....  
 .....  
 ..... has been prepared by Dr/Mr/Ms. ....  
 under my direct

supervision and guidance, in partial fulfillment of the regulations for the award of the degree of  
 Doctor of Philosophy(PhD), in the subject of . . . . .under the faculty of .....  
 .....

I have checked his/her work on the subject from time-to-time I am satisfied regarding  
 the authentication of his observations, clinical material and experimentation in this Thesis and it  
 conforms to the Standards of Sri Aurobindo University, Indore. I also certify that his/her  
 attendance at department is at par as prescribed in the norms by the University and it fulfills all  
 other terms and conditions laid down by the University in the concerned Direction/rules.  
 His/Her six monthly progress reports are satisfactory in nature and submitted to the University  
 as follows:

1. First Report No. .... dated.....
2. Second Report No. .... dated.....
3. Third Report No. .... dated.....
4. Fourth Report No. .... dated.....
5. Fifth Report No. .... dated.....
6. Sixth Report No. .... dated.....

I have great pleasure of forwarding it to Sri Aurobindo University, Indore.

Date: .....

Place: .....

Signature and Name of Guide

**Certificate from Co-guide (in any)**

This is to certify that, Thesis entitled .....  
.....  
..... has been prepared by Dr./Mr /Ms. ....  
... under my direct supervision and guidance, in partial fulfillment of the regulations for the award  
of the degree of Doctor of Philosophy (PhD) in the subject of ..... ,under the  
faculty of ..... .

I have checked his/her work on the subject from time to time. I am satisfied regarding the  
authentication of its observations, clinical material and experimentation in this Thesis and it  
conforms to the Standards of Sri Aurobindo University, Indore.

I have great pleasure in forwarding it to Sri Aurobindo University, Indore.

Date: .....

Place: ... ..

Signature and Name of Co-guide

**Form C****Certificate by Head of Recognized Place of Research (on Letter-head)**

This is to certify that, the Thesis entitled.....  
 .....  
 .....  
 ... .. has been prepared by Dr/Mr/Ms. ....  
 under the direct supervision and guidance of Dr .....  
 ..... Designation: .....  
 ..... .. award of the Degree of Doctor of Philosophy (PhD) in the subject of .....  
 ..... under the faculty of ..... we have great pleasure in  
 forwarding it to Sri Aurobindo University, Indore.

Date: .....

Signature Name and stamp

Signature, Name and stamp

Seal .....  
Center

Head of the Department

Principal/Dean/Head of

**Form -D****Certificate of Plagiarism Check**

(To be inserted in the Thesis)

- 1 Name of the Research Candidate: .....
- 2 Course of Study .....
- 3 Title of the Thesis, .....  
.....
- 4 Name of the Guide: .....
- 5 Department/ Subject: .....
- 6 Acceptable Maximum Limit:
- 7 Percentage of Similarity of Contents Identified. ....
- 8 Software Used:
- 9 Date of Verification. ....

**Signature of the Guide**  
(Seal)

**Signature of the**  
**Candidate**

**Head of the Department**  
(Seal)

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 15****DEGREE OF MASTER OF PHILOSOPHY (M.Phil.)****1. SHORT TITLE AND COMMENCEMENT:**

These Ordinances shall be called "THE REGULATIONS FOR THE DEGREE OF MASTER OF PHILOSOPHY (M.Phil.) of SRI AUROBINDO UNIVERSITY.

These Ordinances shall come into force with effect from the date of notification with objective of producing skilled/Independent researchers capable of rendering original contribution of knowledge and evaluation of new learning.

- 1.1 Sri Aurobindo University shall offer the degree of Master of Philosophy (M.Phil.) on regular basis twice a year, in all the subject of the faculties as specified by suitable Notification by the University Doctoral Committee subject to availability of seats.
- 1.2 The M.Phil. Degree awarded by the University shall be by research and not by papers. It shall be awarded by Thesis followed by open defense through Viva Voce.
- 1.3 The M.Phil. degree awarded by University shall incorporate Regulation made from time to time by statutory apex councils NMC/DCI/INC/UGC/RCI or any other.

**2. DEFINITIONS:**

In the Ordinance, unless the context requires otherwise, following meanings shall apply.

- 2.1 University means Sri Aurobindo University.
- 2.2 University Doctoral Committee means a committee constituted by the University to coordinate all Doctoral Programs.
- 2.3 College Doctoral committee means a committee constituted by University to Coordinate all Doctoral programs at college level.
- 2.4 Program means Doctoral Program leading to the award of M.Phil. Degree
- 2.5 Course work means curriculum prescribed for the scholar to undergo as a part of the M.Phil. Program.

**Abbreviations:**

UDC	-	University Doctoral Committee.
CDC	-	College Doctoral Committee.
COE	-	Controller of Examination.

**3. ELIGIBILITY FOR ADMISSION TO M.Phil. DEGREE:**

- 3.1 A candidate for the degree of Master of Philosophy must, at the time of application, hold a Master's degree or equivalent in the concerned or allied subject with at least 55% Marks (50% for SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories) of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree of the University, a deemed University or other University incorporated by any law for the time being in force and recognized by the University or equivalent by Sri Aurobindo University.

For Candidates belonging to the faculties such as Medicine, Ayush & others, eligibility of the candidate will be decided as per provision of the concerned Regulatory Bodies.

- 3.2 A candidate shall ordinarily be permitted to work for M.Phil. Degree in the subject in which he/she has obtained his/her Master's Degree.

Provided that, research work leads to M.Phil. Degree may be allowed in allied subject of interdisciplinary nature of the same faculty or of allied faculties. In such cases, candidates may be permitted to work under one or two co-supervisors along with the supervisor.

- 3.3 International Candidates: International Students including (foreign nationals & NRIs) are eligible to apply for M.Phil. program provided they possess equivalent eligibility requirements as mentioned in regulation 3.1 and 3.2

- 3.4 No M.Phil. Scholar shall join any other Course/Study or appear at any examination leading to a degree during his/her M.Phil. Program.

**4. DURATION OF M.Phil. WORK:**

- 4.1 Generally M.Phil. Program shall be of two (2) consecutive semester/One Year.

4.2 The M.Phil. Program shall be also of 2 academic year/4-semesters as per the Provision of the Regulatory body such as RCI and others.

4.3 The Guidelines, Eligibility Criteria, Procedure for admission, syllabus, Scheme of Examination etc. for 2 academic year/4-Semesters M.Phil. Course shall be applicable as per the provision of the Regularity Body Such as RCI and others.

#### 5. REGISTRATION SESSION:

5.3 There shall be two sessions in each year for provisional registration of candidates for the Degree of M.Phil. (1st April & 1st October). As per availability of vacant seats.

5.4 The tentative schedule of M.Phil. Entrance Examination and Provisional Registration for M.Phil. Program is as follows:-

	Tentative	For April Session	For October Session
i.	Release of Advertisement	December / January	July / August
ii.	Entrance Examination	January / February	August / September
iii.	Publication of Results	January / February	August / September
iv.	Counseling	March	September
v.	Last date for applying for Provisional Registration for M.Phil. program	March	September
vi.	Date of Provisional Registration	1st April	1st October

#### 6. AVAILABILITY OF SEATS:

M.Phil. Course Seats Distribution: 33% seats from the total available seats for that particular Academic Year shall be kept reserved for the qualified and eligible approved in-service teacher candidates and remaining seats shall be available for other candidates, who have passed the Entrance Test. In case there are no eligible candidates



after the Entrance test and the seats remains vacant, the seats will be reverted to in-service candidates. Similarly, if In-Service Candidates seats remain vacant, they can be available for other candidates.

**7. PROCEDURE FOR ADMISSION TO M.Phil. PROGRAM:**

- 7.1 Candidates shall be admitted through an entrance test followed by an interview. The students who have qualified UGC-NET with JRF / UGC-CSIR-NET with JRF / teacher fellowship holder or any other Government / Foreign research fellowship holder or In service candidate of the Sri Aurobindo University are exempted from entrance test and shall be admitted through interview only.
- 7.2 Entrance Test: University may conduct twice a year Entrance Examination as per requirement for purpose of admission. The syllabus, format, marks and other details of the Entrance Test shall be recommended by the UDC and accepted by the Vice-Chancellor.
- 7.3 Notifications of M Phil. Course: The University may publish a Notification twice as per availability of vacant seats in an Academic Year, as mentioned for admission to M.Phil. course under all faculties and call applications from eligible and desirous candidates. Such Notification shall contain:
- (i) The number of seats available for registration (faculty wise, college wise & subject wise distribution of seats) will be decided by the UDC.
  - (ii) General rules regarding application form and admission procedure. The number of available subject wise seats for M.Phil. course shown in the notification shall be in accordance to CDC. The notification shall be published on the University website. The rules regarding reservation as specified by the State Government from time to time shall be applicable for this admission process. Before announcing the available number of M.Phil. seats for an Academic Year, the University shall collect data from all the Heads of the Department for determining the exact number of available M.Phil. seats and M.Phil. Guides in each subject.
- The Head of the Department after obtaining consent from the respective M.Phil. guide shall inform the University, the exact number of M.Phil. candidates to be allotted for each guide. The distribution of seat shall be

notified on the basis of this information.

7.4 In response to the advertisement or notification of the university, the candidate desirous of seeking admission to M.Phil. programme shall be required to submit application on prescribed form (Annexure-I) along with demand draft of prescribed entrance test fee and supportive documents to the office of the Head of the proposed centre of entrance test within the given time period.

7.5 Candidates shall be admitted through the Entrance Test, which shall be conducted for each subject separately at the University Teaching Departments, Constituent College or other venues as decided by the University.

Provided further that, the Vice Chancellor may assign to the allied or to any University Teaching Department to conduct the Entrance Test for the subjects available only in the Colleges.

7.6 The Vice Chancellor shall constitute a departmental College Doctoral Committee(CDC) to conduct the Entrance Test comprising of the following members:

- |  |                        |
|--|------------------------|
| ➤ Dean of the concerned faculty                                    | –Chairperson           |
| ➤ Chairperson, Board of studies                                    | –Member                |
| ➤ Head of the Department/ Principal/Dean                           | –Member & Co-ordinator |
| ➤ One subject Supervisor to be nominated<br>by the Vice Chancellor | –Member                |
| ➤ Ethical Committee Chairperson of the College                     | –Member                |

If the Dean of the faculty is not available, the Vice Chancellor shall appoint any other Dean or a Senior Professor of the University to chair the CDC.

Chairman and two other members shall form the quorum. In case quorum is not complete then the Vice Chancellor may nominate one or two subject experts in the relevant field(s) from the same university / other university to form the quorum. University may also conduct the Entrance Test in different subjects through a committee constituted by the Vice Chancellor.

7.7 The functions of the CDC shall be as follows:

- To scrutinize the applications.
- To arrange the Entrance Test.
- To conduct the interview.

- To submit the final list of candidates.
- Any related work assigned by the Vice-Chancellor.

#### 8. ENTRANCE TEST:-

- 8.1 The duration of the Examination will be 3 (three) hours.
- 8.2 The Entrance Examination will be conducted in ENGLISH only except where the subject itself is a language. The question booklet will consist of 100 multiple choice questions (single best response).
- 8.3 The written test will have two sections,

	Particulars	No. of MCQ's	Marks	Duration
Section A	Research Methodology (common to all disciplines)	50	1 mark each	90 min
Section B	Discipline specific	50	1 mark each	90 min

Both section (A & B) will be considered for evaluation.

- 8.4 There will be no-negative marking.
- 8.5 The syllabus of both parts of the question paper shall be approved by the concerned Board of Studies. The Paper shall be prepared by a panel of examiners recommended by the Board of Studies of the concerned subject and approved by the Vice Chancellor.

The candidates must score minimum 50% marks (45% for SC / ST / OBC) in the entrance test to qualify for the interview. A list of the eligible candidates for interview shall be prepared by the CDC on the basis of the result of the Entrance Test and the same shall be submitted to the COE to notify.

- 8.6 **Interview:** The successful candidates of the Entrance Test shall have to appear in the interview. The interview shall be conducted by the CDC.

The candidates are required to discuss their research interest / area through a presentation before a duly constituted CDC. The interview/viva-voce shall also consider the following aspects, viz. whether:

- the candidate possesses the competence for the proposed research
- the research work can be suitably undertaken at the research centre;
- the proposed area of research can contribute to new/additional knowledge.

The CDC shall finalize the list of the candidates to be admitted to the M.Phil. programme in the concerned subject as per the merit and availability of seats. It shall also allot the Research centre, Supervisor, Co-Supervisor (if any), and approve the tentative area of the proposed research work. The final list shall be submitted to the COE. After the approval of the Vice Chancellor, the list shall be notified.

Note: (i) While granting admission to M.Phil. programme, the CDC will pay due attention to the State Reservation Policy/University Reservation Policy.

(ii) The CDC should also see that only the predetermined number of students shall be admitted to M.Phil. programme.

**9. FEE:**

After the Candidate has been Provisionally admitted to the M.Phil. Course he/she shall have to pay the fees as decided by the University from time to time.

**10. ALLOCATION OF SUPERVISOR/CO-SUPERVISOR:**

10.1 The allocation of the supervisor for a selected student shall finally be decided by the CDC in a formal manner depending on the available seats with the supervisor, the available specialization among the supervisors and the research interest of the student as indicated during the interview.

10.2 In case Supervisor is not working at the research centre a Co-supervisor may be allotted from the research centre to guide and monitor the research scholar at the centre. In case Supervisor / Co-supervisor belongs to the Research Laboratory recognized by the University as research centre through MOU then respectively Co-supervisor/ Supervisor will be allotted from the UTD with which Research Laboratory has the MOU.

- 10.3 In case of topics which are of inter-disciplinary nature where the CDC feels that the expertise in the research centre has to be supplemented from outside, the CDC may appoint a Research Supervisor from the research centre, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Research centre/ Faculty / College/ University on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

**11. COURSE WORK:**

- 11.1 After having been admitted, each M. Phil. student shall be required to undertake course work of one semester of 24 credits as prescribed by the University/ School of Studies/ Departments.
- 11.2 The course work of M.Phil. program will comprise of –  
Research Methodology should cover areas such as statistical research methods, research ethics, research report writing, etc. Review of published research in the relevant field. It will be undertaken under the supervisor or the regular teacher of the centre of course work. The course on computer applications will include the computer applications helpful in the relevant subject. The one advanced courses in the relevant subject shall comprise the topics, which shall be decided by the concerned Board of Studies.
- 11.3 The course work shall be conducted in the University Teaching Departments / college for M.Phil. Research centers as approved by the Vice chancellor.
- 11.4 A combined course work for M.Phil and Ph.D. students may be conducted for a single / group of subjects wherever possible. If found necessary, course work may be carried out in sister UTD/ Institute within the University for which due credit will be given.
- 11.5 The candidate has to obtain a minimum of 55% of marks or its equivalent grade points in the course work in order to be eligible to continue in the M.Phil. programme and submit the dissertation/thesis.
- 11.6 As approved by the Executive Committee of the University, the examination and evaluation scheme for M.Phil. course work shall be according to the examination and evaluation scheme of the University as applicable to the other programmes of the UTDs.

11.7 A student who is unable to earn minimum number of credits as per the relevant Ordinance of the university will be declared as failed and he has to leave the course. If a student obtains F or upgrade in any subject/paper, he /she will be treated to have failed in that paper. He / she have to reappear in the examination of that subject/paper as and when conducted or arranged by the UTD in the next semester. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat end-semester examination to decide the grade in the repeat course. The student has to pay the prescribed fee for repeating the course.

11.8 No student shall be allowed to repeat the course to improve the grade if he/she pass the course. If he/she further fails in the course, he/she shall not be given another chance and he/ she shall be out of the M.Phil. Programme.

**12. SCHEME OF EXAMINATION:**

As approved by the Management Committee of the University, the examination and evaluation scheme for M.Phil course work shall be according to the examination and evaluation scheme of the University as applicable to the other programmes of the UTDs.

**13. SUPERVISOR:**

Only a full time regular teacher of the concerned University/affiliated Colleges can act as a supervisor. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments/ institutions with the approval of the College Doctoral Committee (CDC).

**14. CHANGE OF SUPERVISOR:**

Only under special circumstances, the candidate may be allowed to change the supervisor by the Vice-Chancellor on the recommendation of the Head of the Department/Principal.

**15. PRE-SUBMISSION REQUIREMENT:**

Prior to submission of the dissertations, the candidate shall prepare a draft

dissertation and shall make a Pre-M.Phil. presentation. The presentation shall be open to all the faculty members and research students and its aim will be to get feedback and comments, which may be suitably incorporated into the draft dissertation under the advice of the supervisor.

**16. SUBMISSION OF DISSERTATION:**

- 16.1 The candidate shall submit his/her dissertation for M. Phil degree before the date as notified by concerned Head of the department/ Principal of the college.
- 16.2 The finalized dissertation shall be type set on a computer using standard software like MS-word.
- 16.3 The candidate shall submit three hard bound copies of the dissertation and two soft copies in the form of CD to the university.

**17. APPOINTMENT OF EXAMINERS:**

The M.Phil dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the Institution/College. The Vice Chancellor shall appoint one examiner out of the panel of 4 external examiners submitted by the Board of Studies for evaluating the dissertations. Provided that the Vice Chancellor may add any name in the panel, if he/she feels necessary.

**18. VIVA-VOCE EXAMINATION:**

The viva-voce examination shall be conducted by both the internal (Supervisor / Co-supervisor) and External Examiner.

**19. AWARD OF M. PHIL :**

After the successful viva-voce examination the result of the M. Phil examination shall be announced by the COE. Thereafter, the award of the M. Phil. degree shall be notified. A provisional certificate shall be issued by the COE to the successful candidates certifying to the effect that the M. Phil. degree has been awarded in accordance with the provisions of the UGC (Minimum standard and procedure for awards of M. Phil. /Ph. D. degree) regulation 2016

**20. WITHDRAWAL OF DEGREE:**

The University shall evolve a mechanism to detect plagiarism and other forms of academic dishonesty.

On detection of any irregularity, the University shall take suitable steps to withdraw the degree as per provisions.

## Appendix-I

## SRI AUROBINDO UNIVERSITY, INDORE

[www.sriaurobindouniversity.edu.in](http://www.sriaurobindouniversity.edu.in)APPLICATION FORM FOR ADMISSION  
IN M.Phil. PROGRAMMESSelf Attested  
Photograph

Academic Session: \_\_\_\_\_

Name of the Programme for Admission: \_\_\_\_\_  
[[i] M.Phil. (ii) M Phil. (iii) Both M Phil. and M Phil.]

Name of the Subject for M.Phil. / M.Phil.: \_\_\_\_\_

Subject for Entrance Test: \_\_\_\_\_ Faculty: \_\_\_\_\_

Proposed Research Centre: \_\_\_\_\_

Proposed Centre for Entrance Test: \_\_\_\_\_

1. Applicant's Name (in Hindi): \_\_\_\_\_ (in English): \_\_\_\_\_

2. Date of Birth: \_\_\_\_\_ 3. Gender: \_\_\_\_\_

4. Domicile of M.P.: Yes / No \_\_\_\_\_ 5. Blood Group: \_\_\_\_\_  
(If yes, attach photocopy of domicile proof)6. Category: Unreserved/ SC/ST/ OBC(non-creamy layer)/Differently-Abled: \_\_\_\_\_  
(Please attach photocopy of proof of category of SC/ST/ OBC(non-creamy layer)/Differently-Abled)

7. Nationality: \_\_\_\_\_ 8. Enrolment Number (if available): \_\_\_\_\_

9. Name of Father / Husband: \_\_\_\_\_

10. Name of Mother: \_\_\_\_\_

11. Annual Income of Parents: Rs. \_\_\_\_\_

12. Are you UGC/ CSIR NET with JRF Qualified? Yes/ No: \_\_\_\_\_

13. Do you have Teacher Fellowship for Research? Yes/ No: \_\_\_\_\_

14. Do you have Government/ Foreign Research Fellowship? Yes/ No: \_\_\_\_\_

15. Do you have M.Phil. degree (as per UGC Regulations 2009 or amended thereafter) with course work? (Yes/ No): \_\_\_\_\_  
(in case of "Yes" in any of the above mentioned questions no. 12-15, please provide photocopy of the proof of the same)



**16. Applicant's Address**

(a) Permanent: \_\_\_\_\_

\_\_\_\_\_ Phone no. of Father/ Husband: \_\_\_\_\_

(b) For Correspondence: \_\_\_\_\_

Mobile No. of the Candidate: \_\_\_\_\_ Email ID of the Candidate: \_\_\_\_\_

Aadhar No. of the Candidate: \_\_\_\_\_

**17. Educational Qualifications (Enclose self attested photocopies):**

Class	Board/University	Year	Grade/ % of Marks	Division	Subject
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduate					
Post Graduate					
Other					

**18. Fee Details:**

Amount (Rs.): \_\_\_\_\_ Demand Draft No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Issuing Bank &amp; Branch: \_\_\_\_\_

19. Teaching / Research Experience (if any): \_\_\_\_\_

20. Any other information: \_\_\_\_\_

Date:

(Signature of Applicant)

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 16****POST-DOCTORAL FELLOWSHIP**

This ordinance shall provide regulation of Sri Aurobindo University running Post doctoral fellowship program in various subjects/ departments of Medicine, Dentistry, Nursing, Physiotherapy, Occupational therapy, Speech and Hearing, Allied health and Paramedical Sciences, Law, Management or Any other Faculty.

**1. SHORT TITLE AND COMMENCEMENT:**

Keeping in view the explosion of knowledge in modern medicine, the University introduces a series of Post – Doctoral Fellowship in different disciplines (speciality or sub-speciality), wherein suitable candidates will be imparted training in the concerned area. Through this fellowships, we hope to effectively give training to bring about change in the communities through better clinical practice.

The Courses shall be called as “POST – DOCTORAL FELLOWSHIP” of the Sri Aurobindo University Indore, M.P.

The Regulations framed are subject to modification from time to time by the University Academic Board/apex body from time to time.

**2. AIMS & OBJECTIVES:**

These Post-Doctoral Fellowship aims that the candidate gets exposure in the concerned disciplines with particular emphasis on their clinical skills. The Course is meant to give intensive hands – on clinical training with periodic evaluation by experienced teaching staff of various departments of Medicine, Dentistry, Nursing, Physiotherapy and Occupational therapy, and other courses.

**3. DURATION:**

The duration of Post Doctoral Fellowship for each speciality has been mentioned in the regulations of the Post Doctoral Fellowship along with the respective courses.

**4. POST DOCTORAL FELLOWSHIP PROGRAM IN MEDICAL SCIENCES:**

**4.1 Eligibility For Admission:**

4.1.1 Candidate who are in possession of recognized postgraduate medical degree MD/MS, DM, M.Ch., DNB recognized by NMC in the concerned speciality are eligible to join in **POST-DOCTORAL FELLOWSHIP IN MEDICAL SCIENCES**.

4.1.2 The Post-Doctoral Fellowship offered by this University cannot be equated with M.Ch/D.M.

4.1.3 Candidates who have studied in foreign countries (outside India) and qualified in Medical P.G. Diploma in Clinical Courses, FRCS, MRCP, MRCS, FRACS & AB of concerned Specialty are also Eligible to apply for selection process to join in **POST- DOCTORAL FELLOWSHIP IN MEDICAL SCIENCES** upon producing the following Certificates

4.1.3.1 Equivalency Certificate issued by the National Medical Council, New Delhi.

4.1.3.2 Registration Certificate issued by the National Medical Council, New Delhi.

4.1.3.3 Migration Certificate issued from the University from where Post Graduate Degree was obtained.

**4.2 List of Post-Doctoral Fellowship Courses in Medical Sciences:**

COURSE	ELIGIBILITY	DURATION
<b>1. ANAESTHESIA</b>		
Paediatric Anaesthesia	M.D / D.N.B (Anaes)	One Year
Pain Medicine	M D. / D.N.B (General Medicine / Anaesthesia / Paediatrics / Geriatrics / Radiology) M.D.(Physical Medicine) M.S / D.N.B (General Surgery / Obst.& Gynae / Ortopaedics / ENT) D.M / D N B (Neurology / Medical Oncology) M.Ch , (Any Surgical Speciality) or Equivalent	Two Years
Cardiac Anaesthesia	M.D(Anaesthesia) / D.N.B. (Anaesthesia)	One Year

	or Equivalent	
Neuro Anaesthesia	M.D(Anaesthesia) / D.N.B. (Anaesthesia) or Equivalent	One Year
Nerve Block and Pain Management	M.D(Anaesthesia) / D N.B. (Anaesthesia) or Equivalent	One Year
Advanced Clinical Anaesthesia & Perioperative Medicine	M.D(Anaesthesia) / D.N.B. (Anaesthesia) or Equivalent	One Year
<b>2. CARDIOLOGY</b>		
Advanced Echocardiography	MD/DNB (Gen Med & Paediatrics) / DM/DNB (Cardiology)	One Year
Paediatric Cardiology	D.M (Cardio) M.D (Paedia) / D.N B (Cardio / Paedia)	One Year
Preventive Cardiology	D.M (Cardio) / M.D (Gen.Med) / D.N.B(Cardio/ Gen. Med.)	One Year
Clinical Cardiac Electro Physiology	D.M / DNB ( Cardio)	One Year
<b>3. CRITICAL CARE</b>		
Critical Care Medicine	MD/DNB Anaesthesia/General Medicine/ Pulmonary Medicine/ Emergency Medicine/MS/DNB General Surgery or Equivalent	Two Years
<b>4. COMMUNITY MEDICINE</b>		
Epidemiology and Outcome Research	M.D. (PSM) or Equivalent	One Year
<b>5. DERMATOLOGY</b>		
Cosmetology	M.D./DNB (Dermatology) M.Ch./DNB (Plastic Surgery) or	One Year

	Equivalent	
Aesthetic Dermatology	M.D. / D.N.B (Dermatology) or Equivalent	One Year
Trichology	M.D. / D.N.B (Dermatology) or Equivalent	One Year
Paediatric Dermatology	MD/DNB Dermatology, Venereology & Leprosy or Equivalent	One Year
Advanced Medical Dermatology	MD/DNB Dermatology, Venereology & Leprosy or Equivalent	One Year
Dermatosurgery	MD/DNB Dermatology, Venereology & Leprosy or Equivalent	One Year
Dermatopathology	MD/DNB Dermatology, Venereology & Leprosy, Skin & VD, Pathology or Equivalent	One Year
<b>6. ENT</b>		
Implantation Otology	M.S / D.N.B (ENT) or Equivalent	One Year
Paediatric Oto-rhino-laryngology	M.S / D.N.B (ENT) or Equivalent	One Year
Phono Surgery	M.S / D.N.B (ENT) or Equivalent	One Year
Rhinology	M.S / D.N.B (ENT) or Equivalent	Two Year
Audio Vestibular Diseases	M.S / D.N.B (ENT) or Equivalent	Two Year
Otology Encompassing Microscopic	M.S / D.N.B (ENT) or Equivalent	One Year
<b>7. GASTROENTEROLOGY</b>		

<b>7.1 MEDICAL GASTROENTEROLOGY</b>		
Advanced Gastro Intestinal Endoscopy	D.M (Medi.Gastro Endo) / M.Ch.(Sug Gastro.Endo)/D N.B (Medi. Gastro. Endo. / Surg.Gastro.Endo.) or Equivalent.	One Year
Liver Diseases	D.M (Hepto / Medi. Gastro. Endo) DNB (Gastro / Hepato) or Equivalent	One Year
Liver Transplant and Hepatobiliary Anaesthesia	M.D.(Anaesthesia) / D.N.B (Anaes) or Equivalent	One Year
<b>7.2 SURGICAL GASTROENTEROLOGY</b>		
Hepatobiliary Surgery	M.Ch / D.N.B (Surg. Gastro) or Equivalent	One Year
Liver Transplantation	M.Ch / D.N.B (Surg Gastro) or Equivalent	One Year
Esophageal Surgery	M.Ch / D.N.B (Surg. Gastro) or Equivalent	One Year
Colorectal Surgery	M.Ch / D.N.B (Surg. Gastro) M.S. / D.N.B (Gen. Surg) or Equivalent With 2years of working experience in the department of colorectal Surgery*	One Year
<b>8. GENERAL SURGERY</b>		
Minimal Abdominal Access Surgery	M.S / D.N.B (Gen.Surgery) or Equivalent	Two Years
Diabetic Foot Surgery or Podiatry Surgery	M.S / D.N.B (Gen.Surgery) or Equivalent	One Year
Breast & endocrine surgery	M S / D.N.B (Gen.Surgery) or Equivalent	One Year
Colorectal surgery	M.S / D.N.B (Gen.Surgery) or Equivalent	Two Years
Head & Neck Surgery including Microvascular Reconstructive Surgery	M.S / D.N.B (Gen.Surgery)/ENT or Equivalent	Two Years
Upper GI & Bariatric Surgery	M.S / D.N.B (Gen.Surgery) or MCh/DNB General Surgery	Two Years

Phlebology	M.S / D.N.B General Surgery/MD/DNB Dermatology/ Radiology	One Year
Minimum Invasive Bariatric Metabolic Surgery	M.S / D.N.B (Gen.Surgery) or MCh/DNB General Surgery	One Year
<b>9. HAEMATOLOGY</b>		
Bone Marrow & Stem Cell Transplantation	DM/DNB Clinical Haematology / Medical Oncology or Equivalent	One Year
Clinical Haematology	MD/DNB General Medicine/Paediatrics/ MD Pathology/Transfusion Medicine or Equivalent	Two Years
Molecular Haematology	MD/DNB Pathology or Equivalent	Two Years
<b>10. HEPATOLOGY</b>		
Clinical Hepatology	MD/DNB General Medicine/Paediatrics or Equivalent	One Year
<b>11. MEDICINE</b>		
Toxicology	M.D. / D.N.B (Anesthesiology / Emergency Medicine/ Critical Care Medicine/Paediatric / DTCD/ Family Medicine / Gen.Med / Forensic Medicine and Toxicology and Pharmacology ) or Equivalent	One Year
Palliative Medicine	M.D. / D.N.B (Gen.Med / Anaes / Paed / Geriatric) / M.D.(PMR) or Equivalent	One Year
Emergency Medicine	M.D. / D.N.B (Gen.Med, Anaesthesiology, Pulmonary Medicine) M.S. /DNB ( Gen.Sur, Orthopedics) or Equivalent	One Year
Diabetology	M.D. / D.N.B (Gen.Med / Paed / Geriatric) or Equivalent	One Year

Microbial Medicine and Infections Control	M.D. (Gen.Med / Paed / Geriatric / Family Medicine) D.N.B (Gen.Med / Paed / Geriatric / Family Medicine) or Equivalent	Two Years
Sleep Medicine	M.D. / D.N.B (Gen.Med / Psychia) or Equivalent	One Year
Intensive Care	D.M.(Cardio) / M.D. (Gen.Med) DNB (Cardio / Gen.Med) or Equivalent	One Year
Clinical Genetics	MD/DNB in any subject, MS/DNB in Obstetrics and Gynaecology or Equivalent	Two Years
Geriatric Medicine	MD/DNB General Medicine/Family Medicine or Equivalent	One Year
Neurocritical Care	MD/DNB General Medicine/ Anaesthesia/Pulmonary Medicine/MCh Neurosurgery/DM Neurology or Equivalent	One Year
<b>12. NEPHROLOGY</b>		
Interventional Nephrology	DM/DNB Nephrology or Equivalent	6 Months
Renal Transplantation	DM/DNB Nephrology or Equivalent	One Year
<b>13. NEUROLOGY</b>		
Paediatric Neurology	MD/DNB Paediatrics or Equivalent	Two Years
<b>14. NEUROSCIENCES</b>		
Neuro Psychiatry	D.M (Neuro) / MD (Psychia) DNB (Neuro / Psychia) or Equivalent	One Year
<b>15. NEUROSURGERY</b>		
Neurosurgery Spine	MCh/DNB Neurosurgery completed within the last 5 year or Equivalent	One Year



Paediatric Neurosurgery	MCh/DNB Neurosurgery completed within the last 5 year or Equivalent	One Year
Skull Base Neurosurgery	MCh/DNB Neurosurgery completed within the last 5 year or Equivalent	One Year
<b>16. OBSTETRICS &amp; GYNAECOLOGY</b>		
Reproductive Medicine	M.S / M.D/ D.N.B (Obs & Gynae**)/DGO ** One Year Work experience in Reproductive Medicine Post M.S / M.D.,/D.N.B (Obs & Gynae) or Equivalent	Two Years
Fetal Medicine	M.S / M.D/ D.N.B (Obs & Gynae**) M D /D.N.B (Radio Diagnosis) **with 6 months of work experience in level 3 ultrasound or Equivalent	Two years
Endo Gynaecology	M.S / M D/ D.N.B (Obs & Gynae) With one year of work experience in Endo Gynaecology or Equivalent	One Year
High Risk Pregnancy Care	M.S / M.D / D.N.B (Obs & Gynae) or Equivalent	One Year
Gynaec Oncology	MS/DNB Obstetrics & Gynaecology or Equivalent	Two years
<b>17. OPHTHALMOLOGY</b>		
Vitreo-Retinal Surgery	M.S / D.N.B (Opthal) or Equivalent	One Year
Cornea	M.S / D.N.B (Opthal) or Equivalent	One Year
Oculoplasty	M.S / D.N.B (Opthal) or Equivalent	One Year

Glaucoma	M.S / D.N.B (Opthal) or Equivalent	One Year
Neuro Ophthalmology	M.S / D.N.B (Opthal) or Equivalent	One Year
Comprehensive Ophthalmology	M.S / D.N.B (Opthal) or Equivalent	One Year
UVEA	M.S / D.N.B (Opthal) or Equivalent	One Year
<b>18. ORTHOPAEDICS</b>		
Joint Replacement (Arthroplasty)	M.S / D.N.B (Ortho) or Equivalent	One Year
Orthopaedic Spine Surgery	M.S / D.N.B (Ortho) or Equivalent	Two Years
Paediatric Orthopaedics	M.S / D.N.B (Ortho) or Equivalent	Two Years
Orthopaedic Limb Reconstructive Surgery	M.S / D.N.B (Ortho) or Equivalent	One Year
Arthroscopy	M.S / D.N.B (Ortho) or Equivalent	One Year
Sports Medicine	M.S / D.N.B (Ortho) / M.D / D.N.B (PMR) or Equivalent	One Year
Hand and Reconstructive Microsurgery	M.Ch / D.N.B (Plastic. Surg), M.S. DNB (Ortho) or Equivalent	One Year
<b>19. PAEDIATRICS</b>		
Paediatric Nephrology	D.M (Nephro) / MD / DNB (Paed) or Equivalent	Two Years

Neonatal Intensive Care	M.D / D.N.B (Paed) or Equivalent	One Year
Paediatric Emergency Medicine	M.D/D.N.B (Paed) or Equivalent	One Year
Paediatric Intensive Care	M.D/D.N.B (Paed) or Equivalent	One Year
Paediatric Pulmonology	M.D/D.N.B (Paed) or Equivalent	One Year
Paediatric Neurology	D.M / D.N.B (Neuro) / M.D / D.N.B (Paed) or Equivalent	One Year
Paediatric Hepatology	M.D / D.N.B (Paed) or Equivalent	Two Years
Blood and Marrow Transplant (Adult & Paediatric)	D M. / D.N.B (Hematology / Medical Oncology / Paed.Hemato Oncology) or Equivalent	One Year
Developmental Paediatrics	MD/DNB Paediatrics or Equivalent	Two Years
Paediatric Infectious Diseases	MD/DNB Paediatrics or Equivalent	Two Years
Neonatology	MD/DNB Paediatrics or Equivalent	One Year
Paediatric Hemato-Oncology	MD/DNB Paediatrics or Equivalent	Two Years
<b>20. PAEDIATRIC SURGERY</b>		
Paediatric Urology	M.Ch / D.N.B (Paed. Surg) or Equivalent	One Year

Paediatric Thoracic Surgery	M.Ch / D.N.B (Cardio.Thoracic / Paed Surg) or Equivalent	One Year
Paediatric Surgical Oncology	M.Ch / D.N.B (Onco.Surg / Paed.Surg) or Equivalent	One Year
<b>21. PATHOLOGY</b>		
Cytogenetics	M.D / D N.B (Anatomy / Path) or Equivalent	Two Years
Cyto – Pathology	M.D / D.N.B (Pathology) – with 2 years Post P.G. experience of which One year work experience in Cyto-Pathology. or Equivalent	One Year
<b>22. PSYCHIATRY</b>		
Child & Adolescent Psychiatry	MD / DNB Psychiatry or Equivalent	Two Years
<b>23. RADIOLOGY</b>		
Onco Radiology – Diagnostic	M.D / D.N.B (Radio) or Equivalent	One Year
Onco Radiology – Therapeutic	M.D / D.N.B (Radio. Therapy) or Equivalent	One Year
Nuclear Medicine	M.D / D.N.B (Radio. Therapy) / DNB (Nuclear Medicine) or Equivalent	One Year
Breast Imaging	M.D / D.N.B (Radio) or Equivalent	One Year
Musculo Skeletal Radiology	M.D / D.N.B (Radio) or Equivalent	Two Years
Neuro & Vascular Interventional Radiology	M.D / D.N.B (Radio. Diag) or Equivalent	Two Years
Cardio Vascular Radiology	M.D / D.N.B (Radio) or Equivalent	One Year

Vascular and Interventional Radiology	M.D / D.N.B (Radio. Diag) or Equivalent	Two Years
Cross Sectional Imaging	MD/DNB Radiology or Equivalent	One Year
Paediatric Radiology	MD/DNB Radiology or Equivalent	One Year
<b>24. RESPIRATORY MEDICINE</b>		
Allergy, Asthma & Immunology	MD/DNB Respiratory Medicine/ General Medicine/Paediatrics or Equivalent	Two Years
Pulmonology	MD/DNB Respiratory Medicine/ General Medicine or Equivalent	Two Years
<b>25. RHEUMATOLOGY</b>		
Advanced Arthritis, Rheumatism & Autoimmunity (formerly known as Clinical Immunology & Rheumatology)	MD/DNB General Medicine/Paediatrics or Equivalent	Two Years
<b>26. ONCOLOGY</b>		
Paediatric Haemato Oncology	D.M. / D.N.B (Oncolo) M.D / DNB (Paed) or Equivalent	Two Years
Gynaec Oncology	M.S / D.N.B (Obs.& Gynae) D M / DNB (Oncolo) or Equivalent	Two Years
Onco Pathology	M.D(Patho) / DNB (Oncolo) or Equivalent	One Year
<b>27. UROLOGY</b>		
Endo – Urology	M.Ch / DNB (Uro) M.S / DNB (General Surgery) with 3 years of working experience in Endo-Urology. or Equivalent	One Year

28. FAMILY MEDICINE		
Family Medicine	M.D./MS/DNB or Equivalent	One Year

## 5. POST DOCTORAL FELLOWSHIP PROGRAM IN DENTAL SCIENCES:

### 5.1 Eligibility for Admission:

- 5.1.1 Candidates who have passed BDS/MDS from a Dental College/University recognized by Dental Council of India.
- 5.1.2 Indian students who have studied in foreign countries and passed Dental Degree Course are eligible to join Fellowship in Dental implantology provided they produce the following Certificates.
- The Equivalency Certificate issued by the DCI/Government of India.
  - Registration Certificate issued by the respective State Dental Council.
- 5.1.3 Foreign nationals who have studied in foreign countries and passed Dental Degree courses are also eligible to join Fellowship in Dental implantology provided they produce the following Certificates.
- The Equivalency Certificate issued by the DCI/ Government of India.
  - Temporary Registration Certificate issued by the Dental Council of India New Delhi.

### 5.2 List of Post-Doctoral Fellowship Programs in Dental Sciences:

COURSE	ELIGIBILITY	DURATION
Fellowship Programme in Oral implantology and Laser Dentistry	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Programme in Contemporary Endodontics	BDS/MDS OR Equivalent from recognized institute	One Year

Fellowship Programme in Aesthetic Dentistry & Occlusion	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Programme in Forensic odontology.	BDS/MDS OR Equivalent from recognized institute	One Year
Advanced Fellowship Program in cosmetic surgery.	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Microdentistry	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Asthetic Dentistry	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Cleft Orthodontics	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Clinical Research	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Comprehensive Cleft Care	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Craniofacial and Orthopaedics and Occlusion	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Craniofacial Trauma	BDS/MDS OR Equivalent from recognized institute	One Year

Fellowship Course in Dental Genetics	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Dental Public Health	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Dental Rehabilitation under General Anaesthesia and Sedation	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Dental Rehabilitation of Pediatric Patients	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Geriatric Dental Medicine/Geriatric Dentistry	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Imaging in Dentistry	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Lingual Orthodontics	BDS/MDS OR Equivalent from recognized institute	One Year
Fellowship Course in Restorative Paediatric Dentistry	BDS/MDS OR Equivalent from recognized institute	One Year

#### 6. POST DOCTORAL FELLOWSHIP PROGRAM IN NURSING:

This program is designed to prepare registered nurses for advanced nursing fellowships in collaboration with the physician of concerned specialization.



**6.1 Eligibility for admission:**

- 6.1.1 Candidate who have passed B.Sc. Nursing / M.Sc. Nursing from a Nursing college / University recognized by Nursing Council of India
- 6.1.2 Minimum one year of work experience as on 1<sup>st</sup> September of the said year in any clinical area in the hospital or in the community.
- 6.1.3 A certificate of Medical Fitness from an authorized Medical officer.

**6.2 List of Fellowship Program in Nursing:**

COURSE	ELIGIBILITY	DURATION
Fellowship in Family Nurse Practice	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Haematology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Respiratory Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Paediatric Critical care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Cardiac care Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Human Excellence in Health care	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Lactation Nurse Practitioner	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year

Fellowship in Oncology Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Operation Room Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Orthopedic & Rehabilitation Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year
Fellowship in Rehabilitation Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	One Year

## 7. POST DOCTORAL FELLOWSHIP PROGRAM IN PHYSIOTHERAPY:

### 7.1 Eligibility for Admission:

7.1.1 Candidate who have passed BPT / MPT from a physiotherapy college / University recognized by Physiotherapy council of India.

7.1.2 A certificate of Medical fitness from an authorized Medical Officer.

### 7.2 List of Fellowship Program in Physiotherapy:

COURSE	ELIGIBILITY	DURATION
Fellowship Course in Geriatric Physiotherapy Care	BPT/MPT OR Equivalent from recognized institute	One Year
Fellowship Course in Intensive Care Physiotherapy	BPT/MPT OR Equivalent from recognized institute	One Year
Fellowship Course in Oncology Physiotherapy	BPT/MPT OR Equivalent from recognized institute	One Year
Fellowship Course in Orthopaedic Manual	BPT/MPT OR Equivalent from	One Year

Physiotherapy	recognized institute	
Fellowship Course in Paediatric Neurophysiotherapy	BPT/MPT OR Equivalent from recognized institute	One Year
Fellowship Course in Rehabilitation Physiotherapy	BPT/MPT OR Equivalent from recognized institute	One Year

#### 8. POST GRADUATE FELLOWSHIP IN OCCUPATIONAL THERAPY:

##### 8.1 Eligibility for Admission:

8.1.1 Candidate who have passed BOT / MOT from a physiotherapy college / University recognized by Academic Council of Occupational Therapy.

8.1.2 A certificate of Medical fitness from an authorized Medical Officer.

##### 8.2 Fellowship programme in Occupational therapy:

COURSE	ELIGIBILITY	DURATION
Fellowship Course in Rehabilitation Occupational Therapy	B.O.T./M.O.T. or Equivalent	One Year

#### 9. POST GRADUATE FELLOWSHIP IN ALLIED HEALTH AND HEALTH CARE:

##### 9.1 Eligibility for Admission:

9.1.1 Candidate who have passed MBBS/BAMS/BHMS/BUMS/BPT/BOT from a recognized institute.

9.1.2 A certificate of Medical fitness from an authorized Medical Officer.

##### 9.2 Fellowship programme in Allied Health and Health care:

COURSE	ELIGIBILITY	DURATION
Fellowship Course in Alternative medicine	MBBS/BAMS/BHMS/BUMS /BPT/BOT or equivalent	Two Year Plus 6 month residency.
Fellowship Course in Sustainable development,	Graduate in Science/Medical/Dental/	Six Month/ One Year

Environmental Auditing and Environmental Impact Assessment.	Nursing or equivalent	
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**10. FELLOWSHIP IN OTHER FACULTY:**

The Criteria of admission, Eligibility, Duration of fellowship in other Faculty will be as per University/Apex body Norms

**11. AGE:**

Sri Aurobindo University has decided no minimum or maximum age limit fixed for admission into Post-Doctoral Fellowship Programme.

**12. ELIGIBILITY CERTIFICATE:**

Eligible candidates to pursue selection process form any Post-Doctoral Fellowship listed above shall obtain an "Eligibility Certificate" from Sri Aurobindo University by remitting the prescribed fees along with the application form and required documents. The application form shall be available on University website. Aspiring candidates for Sri Aurobindo University fellowship must check the eligibility criteria before filling the application form. Candidate who fill the application form without fulfilling the eligibility criteria will get their candidature rejected during selection process.

**13. SELECTION PROCESS:**

- 13.1 A written Examination based on MCQs in respective discipline (Total marks 80) will be conducted for eligible candidates. The exact date, time & Place will be intimated in due course of time through University website.
- 13.2 Candidates who secure 50% or more in written examination will be eligible for consideration for interview.
- 13.3 Interview will be held on date announced on university website. Interview will carry 20 marks to be based on clinical evaluation/ Laboratory testing. There is no cut off marks for the interview.
- 13.4 Eligible candidates have to attend the written exam followed by an interview &

score good marks in order to get shortlisted.

- 13.5 The merit list of all shortlisted candidates for all the fellowship shall be prepared on the basis of combined marks of written test & interview.

**14. MIGRATION CERTIFICATE:**

Candidates who have obtained P.G. degree from any recognized University, within India, but outside the state of Madhya Pradesh will have to produce Migration Certificate from their qualifying University. No Objection Certificate issued by the National Board of Examinations, New Delhi, is equivalent to Migration Certificate.

**15. REGULATION OF THE UNIVERSITY FOR BREAK OF STUDY INTO POST-DOCTORAL FELLOWSHIP:**

- 15.1 **Defination** - "Break of study" means any absence for more than three months during the course of study. Three months for this purpose is a period of 90 days (Ninety days), to be recorded from the day one of absence irrespective of the number of days in one calendar month.
- 15.2 The Break of Study for a period of less than 90 days can be condoned by the Course Director and the Break of Study for a period of more than 90 days and less than one year has to be condoned by the University authorities.
- 15.3 **Re- admission of the Break of Study-** The Regulation for Re-admission are as per the University's Regulation for Re-admission.
- 15.4 The candidates having break period in the One year pre-training shall complete the balance period of training before starting the 2<sup>nd</sup> year of study in the Post-Doctoral Fellowship Programme (in case where duration of fellowship courses is two years).

**16. NUMBER OF EXAMINATION ATTEMPS FOR POST DOCTORAL FELLOWSHIP COURSE:**

The candidates of Post-Doctoral Fellowship Courses (1year duration) shall be allowed for a maximum of three attempts within a periods of two years including the first appearance.

The candidates of Post-Doctoral Fellowship Courses (2 Years duration) shall be allowed for a maximum of five attempts with a period of 4 years including the first appearance.

**17. ADMISSION:**

The admission for the Post-Doctoral Fellowship Programme is twice in a year (i.e) 1<sup>st</sup> January and 1<sup>st</sup> July.

- Admission upto 31<sup>st</sup> January                      - 28<sup>th</sup> February is the last date for Registration.
- Admission upto 31<sup>st</sup> July                              - 31<sup>st</sup> August is the last date for Registration.

**18. COMMENCEMENT OF THE COURSE:**

The one/two years Post-Doctoral Fellowship Programme will commence on 1<sup>st</sup> January & 1<sup>st</sup> July of every year and the candidates are expected to get registered with this University within 30 days of their selection / admission by the Affiliated Institutions (i.e. 28<sup>th</sup> February & 31<sup>st</sup> August)

**19. CURRICULUM:**

The Regulation, Guidelines, Curriculum and the Syllabus for the Post- Doctoral Fellowship Programme prescribed in these regulations are subjected to modification by the Standing Academic Board/apex body from time to time.

**20. REGISTRATION:**

A Candidate admitted into **POST DOCTORAL FELLOWSHIP PROGRAMME** under any one of the listed fellowships of this University shall register his/her name with this University by submitting the prescribed application form for registration duly filled in, along with the prescribed fee and declaration in the format to the Controller of Examination of this University through the affiliated institution within 30 days from the cut-off date prescribed for admission. The application should have the date of admission into the course.

**21. SCHEME OF EXAMINATION:**

Commencement of examination for the Post-Doctoral Fellowship Programme is on any day within the calendar month of January / July. The examination will be conducted with one internal examiner i.e. the course director who is the Convener of the examination and two external Examiners of which One from Madhya Pradesh & One from Outside state. The maximum age limit for the examiner is 70.

**22. EXAMINATION PATTERN:**

There is **No Theory** examination for the Post-Doctoral Fellowship Programme. The Institution must have periodical assessment on the performance of the students by maintaining a log book.

**23. ATTENDANCE:**

90% attendance is mandatory to become eligible to appear for the examination and will be certified by the Course Director.

**24. MINIMUM/MAXIMUM MARKS FOR PRACTICAL /CLINICAL /ORAL & INTERNAL ASSESSMENT:**

The Examination Pattern is as follows:

Exam	Maximum	Minimum
Practical Exam	100	50
Orals / Viva	100	50
Internal Assessment	100	50
Log Book	50	25

The log book will be assessed by examiners during the Clinical Examination. Paper Publication is mandatory and 25% of IA is for this.

**25. EXAMINATION:**

- There is No Theory Examination. Only Clinical Examination & Viva will be conducted.
- A candidate who undergoes the Post-Doctoral Fellowship Programme shall satisfy the required eligibility criteria to appear for the Examination.
- Minimum 10 and Maximum 20 OSCE Stations will be given for examination (Objective Structured Clinical Examination).
- Internal Assessment marks and attendance are to be submitted to the University one month before the Examination.
- The pattern of examination may vary from time to time as per UGC guidelines / apex body.

**26. STIPEND:**

The University will not give any stipend to the candidates admitted for Post-Doctoral Fellowship Courses

**27. LOGBOOK:**

The Log Book shall be verified by the Course Director periodically and should be submitted to the examiners at the time of practical examination for evaluation and only the marks to be sent to the University for result processing

**28. PAPER PUBLICATION:**

It is mandatory for Candidates to publish a paper in indexed journal during their fellowship course as prescribed by University and it carries 25% of marks in the Internal Assessment

**29. PROGRAMME DIRECTOR:**

Each speciality fellowship program shall have a program director with prescribed work & teaching experience

The Programme Director should be responsible to monitor the following Academic activities

- Journal Club
- C.M.E Programme
- Internal Assessment
- Hands on Training
- Knowledge about complications
- Regular academic sessions - 2 sessions per week
- Case discussions - One per week
- Seminars - One per month
- Audit - One per month
- CME - One per year
- Workshop - Two per year

The University website shall provide a contact list of program directors for all the post-doctoral fellowship as per rules of UGC/apex body.

**30. LEAVES:**

There's no Leaves for the students of Post-Doctoral Fellowship Programme.

In addition the institution may conduct other fellowship courses of other Apex bodies.

**Note:** University may start other fellowship programmes for various other faculties after taking due approval of academic council on recommendation of respective boards.



**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 17****BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (M.B.B.S.)****1. AIMS & OBJECTIVES:****1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a physician of first contact who is capable of looking after the preventive, promotive, curative & rehabilitative aspect of medicine.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and is various types, It is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements. To avail of opportunities and be able to conduct professional requirements, the graduate shall endeavour to have acquired basic training in different aspects of medical care.
- 1.1.4 The importance of the community aspects of health care and of rural health care services is to be recognized. This aspect of education & training of graduates shall be adequately recognized in the prescribed curriculum. Its importance has been systematically upgraded over the past years and adequate exposure to such experiences should be available throughout all the three phases of education & training. This has to be further emphasized and intensified by providing exposure to field practice areas and training during the internship period. The aim of

the period of rural training during internship is to enable the fresh graduates to function efficiently under such settings.

- 1.1.5 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated on curative aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
- 1.1.6 There, must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.7 The medical graduate of modern scientific medicine shall endeavour to become capable of functioning independently in both urban and rural environment. He/she shall endeavour to give emphasis on fundamental aspects of the subjects taught and on common problems of health and disease avoiding unnecessary details of specialization.
- 1.1.8 The importance of social factors in relation to the problem of health and diseases shall receive proper emphasis throughout the course and to achieve this purpose, the educational process shall also be community based than only hospital based. The importance of population control and family welfare planning shall be emphasized throughout the period of training with the importance of health and development duly emphasized.
- 1.1.9 Adequate emphasis is to be placed on cultivating logical and scientific habits of thought, clarity of expression and independence of judgment, ability to collect and analyse information and to correlate them.
- 1.1.10 The educational process shall be placed in a historic background as an evolving process and not merely as an acquisition of a large number of disjointed facts without a proper perspective. The history of Medicine with reference to the evolution of medical knowledge both in this country and the rest of the world shall form a part of this process.
- 1.1.11 Lectures alone are generally not adequate as a method of training and

are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on firsthand experience. Students will be encouraged to learn in small groups, through peer interactions so as to gain maximal experience through contacts with patients and the communities in which they live. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.

- 1.1.12 The graduate medical education in clinical subjects shall be based primarily on out-patient teaching, emergency departments and within the community including peripheral health care institutions. The out-patient departments shall be suitably planned to provide training to graduates in small groups.
- 1.1.13 Clinics shall be organised in small groups of preferably not more than 15 students so that a teacher can give personal attention to each student with a view to improve his skill and competence in handling of the patients.
- 1.1.14 Proper records of the work shall be maintained which will form the basis for the students' internal assessment and shall be available to the inspectors at the time of inspection of the college by the National Medical Commission.
- 1.1.15 Maximal efforts shall be made to encourage integrated teaching between traditional subject areas using a problem based learning approach starting with clinical or community cases and exploring the relevance of various preclinical disciplines in both understanding and resolution of the problem. Every attempt shall be made to de-emphasize compartmentalisation of disciplines so as to achieve both horizontal and vertical integration in different phases.

- 1.1.16 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 15 students
- 1.1.17 Faculty member shall avail modern educational technology while teaching the students and to attain this objective, Medical Education Units/ Departments shall be established in the medical college for faculty development and providing learning resource material to teachers.
- 1.1.18 To derive maximum advantage out of this revised curriculum, the vacation period to students in one calendar year shall not exceed one month, during the 4 ½ years Bachelor of Medicine and Bachelor of Surgery (MBBS) Course.
- 1.1.19 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.20 History of Medicine - The students will be given an outline on History of Medicine. This will be taught in an integrated manner by subject specialists and will be coordinated by the Medical Education Unit of the Institution.
- 1.1.21 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.22 Integration of ICT in learning process will be implemented.

## 1.2 OBJECTIVES

At the end of undergraduate program, the medical student should be able to:

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training for medical profession fulfil his/her social obligations towards realization of this goal
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation

- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems
- 1.2.8 Appreciate rationale for different therapeutic modalities; be familiar with the administration of the "essential drugs" and their common side effects
- 1.2.9 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine
- 1.2.11 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine, research and documentation skills.
- 1.2.12 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following.
  - Family Welfare and Maternal and Child Health(MCH)
  - Sanitation and water supply.

- Prevention and control of communicable and non-communicable diseases
  - Immunization
  - Health Education
  - IPHS standard of health at various level of service delivery, medical waste disposal
  - Organizational institutional arrangements.
- 1.2.13 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counselling.
- 1.2.14 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.15 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills
- 1.2.16 Be competent to work in a variety of health care settings.
- 1.2.17 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.18 All efforts must be made to equip the medical graduate to acquire the practical skills.

## **2. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

- 2.1 **Eligibility Criteria:** No Candidate shall be allowed to be admitted to the Medical Curriculum proper of first Bachelor of Medicine and Bachelor of Surgery (MBBS) Course until. He/she has qualified the National Eligibility Entrance Test, and he/she shall not be allowed to appear for the National Eligibility-cum-Entrance Test until
- 2.1.1 He/she shall complete the age of 17 years on or before 31st December of the year of admission to the MBBS Course
- 2.1.2 He/she has passed qualifying examination as under
- 2.1.3 The higher secondary examination or the Indian School Certificate

Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of physics, Chemistry, Biology/Bio-technology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council for Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education.

**Note:** Where the course content is not as prescribed for 10+2 education structure of the National Committee, the candidates will have to undergo a period of one year pre-professional training before admission to the Medical colleges

**Or**

2.1.4 The Intermediate examination in science of an Indian University/Board or other recognized examining body with Physics, Chemistry and Biology/Bio-technology which shall include a practical test in these subjects and also English has a compulsory subject

**Or**

2.1.5 The pre-professional/pre-medical examination with Physics, Chemistry and Biology/Biotechnology, after passing either the higher secondary school examination, or the pre-university or an equivalent examination. The pre-Professional /pre-medical examination shall include a practical test in Physics, Chemistry & Biology/Bio-technology and also English as a compulsory subject.

**Or**

2.1.6 The first year of the three years degree course of a recognized University, with Physics, Chemistry and Biology/Bio-technology including a practical test in these subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core course

**Or**

2.1.7 B.Sc examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects

Physics, Chemistry, Biology (Botany, Zoology)/Bio-technology and further that he/she has passed the earlier qualifying examination with the following subjects - Physics, Chemistry, Biology/Biotechnology and English.

Or

- 2.1.8 Any other examination which, in scope and standard is found to be equivalent to the intermediate science examination of an Indian University/Board, taking Physics, Chemistry and Biology/Bio-technology including practical test in each of these subjects and English.

**Note:** The pre-medical course may be conducted either at Medical College or a Science College. After the 10+2 course is introduced, the integrated courses should be abolished.

**Selection of Students:** The selection of students to M.B.B.S. course shall be based solely on merit of the candidate and determination of merit shall be on the basis of a Competitive Entrance Test

**2.2 Procedure for selection to MBBS course shall be as follows:-**

- 2.2.1 A candidate must have passed in the subjects of Physics, Chemistry, Biology/Bio-technology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology/Bio-technology at the qualifying examination and in addition must have come in the merit list prepared as a result of such competitive entrance examination by securing not less than 50% marks in Physics, Chemistry and Biology/Bio-technology taken together in the competitive examination
- 2.2.2 In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or other Backward Classes the marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above
- 2.2.3 Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the MBBS course, he shall not be admitted to



that course until he fulfils the eligibility criteria.

- 2.2.4 Provided that the eligibility criteria for admission to persons with locomotory disability of lower limbs will be a minimum of 45% marks instead of 50% taken together in qualifying examination and competitive entrance examination for admission in MBBS course
- 2.2.5 There shall be a uniform entrance examination to all medical educational institutions at the under graduate level namely 'National Eligibility-cum Entrance Test' for admission to MBBS course in each academic year and shall be conducted under overall supervision of the Ministry of Health & Family Welfare, Government of India.
- 2.2.6 The "designated authority" to conduct the 'National Eligibility-Cum Entrance Test' shall be the Central Board of Secondary Education or any other body/organization so designated by the Ministry of Health & Family Welfare, Government of India, in consultation with the National Medical Commission.
- 2.2.7 The language and manner of conducting the 'National Eligibility-Cum Entrance Test' shall be determined by the "designated authority" in consultation with the National Medical Commission and the Ministry of Health and Family Welfare, Government of India
- 2.2.8 In order to be eligible for admission to MBBS Course for a academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in 'National Eligibility-cum-Entrance Test to MBBS course' held for the said academic year. However, in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, the minimum marks shall be at 40th percentile. In respect of candidates with benchmark disabilities specified under the Rights of Persons with Disabilities Act, 2016, the minimum marks shall be at 45th percentile. The percentile shall be determined on the basis of highest marks secured in the All-India common merit list for admission in 'National Eligibility-cum-Entrance Test' for admission to MBBS course.
- Provided when sufficient number of candidates in the respective categories fail to secure minimum marks as prescribed in National

Eligibility-cum-Entrance Test held for any academic year for admission to MBBS Course, the Central Government in consultation with National Medical Commission may at its discretion lower the minimum marks required for admission to MBBS Course for candidates belonging to respective categories and marks so lowered by the Central Government shall be applicable for the said academic year only.

- 2.2.9 The reservation of seats in Medical Colleges for respective categories shall be as per applicable Law prevailing in States/Union Territories. An All India merit list as well as State/Union Territory-wise merit list of the eligible candidates shall be prepared on the basis of marks obtained in 'National Eligibility-cum-Entrance Test and candidates shall be admitted to MBBS course from the said lists only
- 2.2.10 No candidate who has failed to obtain the minimum eligibility marks as above shall be admitted to MBBS course in the said academic year.
- 2.2.11 No authority/institution shall admit any candidate to the MBBS course in contravention of the criteria/procedure as laid down by these Regulations and / or in violation of the judgments passed by the Hon'ble Supreme Court in respect of admissions. Any candidate admitted in contravention/violation of aforesaid shall be discharged by the Council forthwith. The authority / institution which grants admission to any student in contravention / violation of the Regulations and / or the judgments passed by the Hon'ble Supreme Court, shall also be liable to face such action as may be prescribed by the Council, including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year/years
- 2.2.12 All admission to MBBS course within the respective categories shall be based solely on the marks obtained in the 'National Eligibility-Cum Entrance Test

### **3. COURSE STRUCTURE:**

#### **3.1 TRAINING PERIOD AND TIME DISTRIBUTION**

- 3.1.1 Every student shall undergo a period of certified study extending over 4

and ½ academic years divided into 9 semesters, (i.e. of 6 months each) from the date of commencement of his study for the subjects comprising the medical curriculum to the date of completion of the examination and followed by one year compulsory rotating internship. Each semester will consist of approximately 120 teaching days of 8 hours each college working time, including one hour of lunch.

3.1.2 The period of 4 and ½ years is divided into three phases as follows --

**Phase-I** (two semesters) - consisting of Pre-clinical subjects (Human Anatomy, Physiology including Bio-Physics, Bio-chemistry and introduction to Community Medicine including Humanities). Besides 60 hours for introduction to Community Medicine including Humanities, rest of the time shall be somewhat equally divided between Anatomy and Physiology plus Biochemistry combined (Physiology 2/3 & Biochemistry 1/3).

**Phase-II** (3 semesters) - consisting of para-clinical/ clinical subjects. During this phase teaching of para-clinical and clinical subjects shall be done concurrently. The para-clinical subjects shall consist of Pathology, Pharmacology, Microbiology, Forensic Medicine including Toxicology and part of Community Medicine. The clinical subjects shall consist of all those detailed below in Phase III. Out of the time for Para-clinical teaching approximately equal time be allotted to Pathology, Pharmacology, Microbiology and Forensic Medicine and Community Medicine combined (1/3 Forensic Medicine & 2/3 Community Medicine).

**Phase-III** (Continuation of study of clinical subjects for seven semesters after passing Phase-I)

The clinical subjects to be taught during Phase II & III are Medicine and its allied specialties, Surgery and its allied specialties, Obstetrics and Gynaecology and Community Medicine.

Besides clinical posting as per schedule mentioned herewith, rest of the teaching hours be divided for didactic lectures, demonstrations, seminars, group discussions etc. in various subjects.

The Medicine and its allied specialties training will include General Medicine, Paediatrics, Tuberculosis and Chest, Skin and Sexually Transmitted Diseases, Psychiatry, Radio-diagnosis, Infectious diseases etc. The Surgery and its allied specialties training will include General Surgery, Orthopaedic Surgery including Physio-therapy and Rehabilitation, Ophthalmology, Otorhinolaryngology, Anaesthesia, Dentistry, Radio-therapy etc. The Obstetrics & Gynaecology training will include family medicine, family welfare planning etc.

- 3.1.3 The first 2 semester (approximately 240 teaching days) shall be occupied in the Phase I (Pre-clinical) subjects and introduction to a broader understanding of the perspectives of medical education leading to delivery of health care. No student shall be permitted to join the Phase II (Para-clinical/clinical) group of subjects until he has passed in all the Phase I (Pre-clinical) subjects).
- 3.1.4 After passing pre-clinical subjects, 1 and ½ year (3 semesters) shall be devoted to para-clinical subjects. Phase II will be devoted to para-clinical & clinical subjects, along with clinical postings. During clinical phase (Phase III) pre-clinical and para-clinical teaching will be integrated into the teaching of clinical subjects where relevant.
- 3.1.5 Didactic lectures shall not exceed one third of the time schedule; two third schedule shall include practical, clinical or/and group discussions. Learning process shall include living experiences, problem oriented approach, case studies and community health care activities.
- 3.1.6 The University shall organize admission processes in such a way that teaching in first semester starts by 1<sup>st</sup> of August each year for this purpose; they shall follow the time schedule indicated in Appendix
  - 3 1.6.1 There shall be no admission of students in respect of any academic session beyond 30<sup>th</sup> September under any circumstance. The University shall not register any student admitted beyond the said date
  - 3 1.6.2 National Medical Council may direct that any student identified

as having obtained admission after the last date for closure of admission be discharged from the course of study, or any medical qualification granted to such a student shall not be a recognised qualification for the purpose of the Indian Medical Council Act, 1956

The institution which grants admission to any student after the last date specified from the same shall also be liable to free such action as may be prescribed by NHM including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year.

- 3.1.7 The supplementary examination for 1<sup>st</sup> professional MBBS examination may be conducted within 6 months so that the students who pass can join the main batch and the failed students will have to appear in the subsequent year provided that the students who pass the supplementary examination shall be allowed to appear in the second professional MBBS examination only after he/she completes the full course of study of three semester (i.e. 18 months) for the second professional MBBS examination irrespective of the examination of the main batch

### 3.2 PHASE DISTRIBUTION AND TIMING OF EXAMINATION:-

6 MONTHS	6 MONTHS	6 MONTHS	
1	2		I Professional examination (during second semester)
3	4	5	II Professional examination (during fifth semester)
6	7		III Professional Part I (during 7th semester)
8	9		III Professional Part II (Final Professional) (during 9 <sup>th</sup> Semesters)

- 3.2.1 Passing in 1<sup>st</sup> Professional is Compulsory before 'proceeding to Phase II training
- 3.2.2 A student, who fails in the II<sup>nd</sup> professional examination, shall not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination
- 3.2.3 Passing in III<sup>rd</sup> Professional (Part I) examination is not compulsory before entering for 8th & 9th semester training, however passing of III<sup>rd</sup> Professional (Part I) is compulsory for being eligible for III<sup>rd</sup> Professional (Part II) examination
- 3.2.4 During third to ninth semesters, clinical postings of three hours duration daily as specified in the Table below is suggested for various departments, after Introductory Course in Clinical Methods in Medicine & Surgery of two weeks each for the whole class.

Total Subject	3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester	5 <sup>th</sup> Semester (Wks)	6 <sup>th</sup> Semester (Wks)	7 <sup>th</sup> Semester (Wks)	8 <sup>th</sup> Semester (Wks)	9 <sup>th</sup> Semester (Wks)	Total (Wks)
General*** Medicine	6	-	4	-	4	6	6	26
Paediatrics	-	2	-	2	2	4	-	10
Tuberculosis and Chest Diseases	-	2	-	-	-	-	-	02
Skin & STD	-	2	-	2	-	2	-	06
Psychiatry	-	-	2	-	-	-	-	02
Radiology*	-	-	-	-	2	-	-	02
General **** Surgery	6	-	4	-	4	6	6	26
Orthopaedics**	-	-	4	4	-	-	2	10
Ophthalmology	-	4	-	4	-	-	2	10
" Ear Nose and Throat	-	4	-	4	-	-	-	08
Obstetrics and Gynaecology including Family Welfare Planning	2	4	4	-	4	4	6	24
Community Medicine	4	4	-	4	-	-	-	12
Casualty	-	-	-	2	-	-	-	02
Dentistry	-	-	-	-	2	-	-	02
<b>Total</b>								
<b>{in Weeks}</b>	<b>18</b>	<b>22</b>	<b>18</b>	<b>22</b>	<b>18</b>	<b>22</b>	<b>22</b>	<b>142</b>

Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester

\* This posting includes training in Radio diagnosis and Radiotherapy where existent.

\*\*This posting includes exposure to Rehabilitation and Physiotherapy

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\*\*\* This posting includes exposure to laboratory medicine and infectious diseases

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\*\*\*\* This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare\Planning.

### 3.3 Migration

3.3.1 Migration of students from one medical college to another medical college may be granted on any genuine ground subject to the availability of vacancy in the college where migration is sought and fulfilling the other requirements laid down in the Regulations. Migration would be restricted to 5% of the sanctioned intake of the college during the year. No migration will be permitted on any ground from one medical college to another located within the same city.

3.3.2 Migration of students from one College to another is permissible only if both the colleges are recognized by the Central Government under section 11(2) of the Indian Medical Council Act, 1956 and further subject to the condition that it shall not result in increase in the sanctioned intake capacity for the academic year concerned in respect of the receiving medical college.

- 3.3.3 The applicant candidate shall be eligible to apply for migration only after qualifying in the first professional MBBS examination. Migration during clinical course of study shall not be allowed on any ground.

3.3.4 For the purpose of migration an applicant candidate shall first obtain "No Objection Certificate" from the college where he is studying for the present and the university to which that college is affiliated and also from the college to which the migration is sought and the university to which that college is affiliated. He / She shall submit his application for migration within a period of one month of passing (Declaration of result) of the 1st Professional MBBS examination along with the above cited for "No Objection Certificates" to (a) the Director of Medical Education of the State, if migration is sought from one college to another within the same State or (b) the Medical Council of India, if the migration is sought from one college to another located outside the State.

3.3.5 A student who has joined another college on migration shall be eligible to



appear in the II<sup>nd</sup> professional MBBS examination only after attaining the minimum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1)

**Note-1:**

The Sri Aurobindo University/Institutions shall frame appropriate guidelines for grant of No Objection Certificate or migration, as the case may be, to the students subject to provisions of these regulations.

**Note-2:**

Any request for migration not covered under the provisions of these Regulations shall be referred to the National Medical Commission for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government Institution concerned. The decision taken by the Council on such requests shall be final.

**Note-3:**

The Institution shall send intimation to the National Medical Commission about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time.

**4. COMMENCEMENT OF COURSE:**

- 4.1 The M B B S course shall commence with effect from 1<sup>st</sup> August of respective year or as per prevailing rules.
- 4.2 The last date up to which students can be admitted against vacancies arising due to any reason shall be 30<sup>th</sup> September of respective year or as per prevailing rules

**5. REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS:**

- 5.1 Examination Regulations - Essentialities for qualifying to appear in professional

examinations.

The performance in essential components of training are to be assessed, based on.

#### **5.1.1 Attendance**

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practical's, hospital (Tertiary Secondary, Primary) posting and bed side clinics etc

#### **5.1.2 Internal Assessment**

5.1.2.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc:

5.1.2.2 Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations shall be decided by the Institutions.

5.1.2.3 Day to day records shall be given importance during internal assessment.

5.1.2.4 Weightage for the internal assessment shall be 20% of the total marks in each subject

5.1.2.5 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.

5.1.2.6 Internal assessment shall relate to different ways in which students participation in learning process during semesters in evaluated. Some examples are as follows:

- Preparation of subject for student's seminar.
- Preparation of a clinical case for discussion
- Clinical case study/problem solving exercise.
- Participation in Project for health care in the community (planning stage to evaluation)
- Proficiency in carrying out a practical or a skill in small research project

-- Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded.

Some of the items can be assigned as Home work/Vacation work.

#### 6. APPOINTMENT OF EXAMINERS:

6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final Professional examinations for the award of the MBBS degree unless he has taken at least five years previously, a post graduate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the Council on teachers eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position

6.2 There shall be at least four examiners for 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and coordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, one additional examiner, for every additional 50 or part thereof candidates appearing, be appointed

6.3 Non-medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate qualifications and five year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream

6.4 External examiners shall not be from the same university and preferably be from outside the state

6.5 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.

6.6 Except Head of the department of subject concerned in a college/institution, all

other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed second internal examiners by rotation in their subjects, provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

**7. UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL/CLINICAL:**

- 7.1 Theory papers will be prepared by the examiners as prescribed. Nature of questions will be short answer type/objective type, marks for each part indicated separately. Question papers should preferably be of short structure/objective type.
- 7.2 Practicals/clinicals will be conducted in the laboratories or hospital wards. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation.
- 7.3 Viva/oral includes evaluation of management approach and handling of emergencies. Candidates' skill in interpretation of common investigative data, x-rays, identification of specimens, ECG etc also is to be evaluated.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination.
- 7.7 During evaluation it shall be ascertained if the candidate has acquired the desired practical skills.
- 7.8 There shall be one main examination in a year and a supplementary to be held

not later than 6 months after the publication of its results Universities Examinations shall be held as under:-

**7.8.1 First Professional:-**

In the second Semester of Phase 1 training, in the subjects of Anatomy, Physiology and Bio-Chemistry

**7.8.2 Second Professional:-**

In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacology and Forensic Medicine

**7.8.3 Third Professional:-**

Part I- in the Seventh Semester of Phase III, in the subjects of *Ophthalmology, Oto-rhyno-laryngology and Community Medicine.*

**7.8.4 Third Professional:-**

Part II-(Final Professional) - At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynecology and Pediatrics.

**Note:**

- a) Results of University examinations shall be declared before the start of teaching for next semester.
- b) Passing in 1<sup>st</sup> Professional is compulsory before proceeding to Phase II training
- c) A student, who fails in the II<sup>nd</sup> professional examination, should not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.
- d) Passing in III<sup>rd</sup> Professional (Part-1) is compulsory for being eligible for III<sup>rd</sup> Professional (Part II) examination

**7.9 Distribution of marks to various disciplines:**

**7.9.1 First Professional examination :( Pre-clinical Subjects):-**

➤ **Anatomy:**

Theory-Two papers of 50 marks each

(One applied question of 10 marks in each paper) 100marks.

Oral (Viva) 20 marks

Practical 40 marks

Internal Assessment

(Theory-20, Practical-20) 40 marks

Total	200 marks
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➤ **Physiology including Biophysics**

Theory-Two papers of 50 marks each

(One applied question of 10 marks in each paper) 100 marks

Oral (Viva) 20 marks

Practical 40 marks

Internal Assessment

(Theory-20; Practical-20) 40 marks

Total	200 marks
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➤ **Biochemistry**

Theory-Two papers of 50 marks each

(One applied question of 10 marks in each paper) 100 marks

Oral (Viva) 20 marks

Practical 40 marks

Internal Assessment

(Theory-20, Practical-20) 40 marks

Total	200 marks
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Pass. In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals.

**7.9.2 Second Professional Examination:(Para-clinical subjects)**

➤ **Pathology**

Theory-Two papers of 40 marks each

(One applied question of 10 marks each paper) 80 marks

Oral (Viva) 15 marks

Practical 25 marks

**Internal assessment**

(Theory-15; Practical-15) 30 marks

<b>Total</b>	<b>150 marks</b>
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**➤ Microbiology**

Theory-Two papers of 40 marks each

(One applied question of 10 marks each paper) 80 marks

Oral (Viva) 15 marks

Practical 25 marks

**Internal assessment**

(Theory-15; Practical-15) 30 marks

<b>Total</b>	<b>150 marks</b>
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**➤ Pharmacology**

Theory-Two papers of 40 marks each

Containing one question on clinical therapeutics 80 marks

Oral (Viva) 15 marks

Practical 25 marks

**Internal assessment**

(Theory-15; Practical-15) 30 marks

<b>Total</b>	<b>150 marks</b>
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**➤ Forensic Medicine**

Theory-one paper 40 marks

Oral (Viva) 10 marks

Practical/Clinical 30 marks

**Internal assessment**

(Theory-10; Practical-10) 20 marks

<b>Total</b>	<b>100 marks</b>
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**Pass:** In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50%

in Practicals/clinical

### Third Professional – Part I (Clinical Subjects)

Part 1. To be conducted during end period of seventh semester.

#### ➤ Ophthalmology

Theory: One paper 40 marks

(Should contain one question on pre-clinical and para-clinical aspects, of 10 marks)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory- 10, Practical-10)

Total	100 marks
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#### ➤ Oto-Rhino-Laryngology

Theory One paper 40 marks

(Should contain one question on pre-clinical and para-clinical aspects, of 10 marks)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory- 10, Practical-10)

Total	100 marks
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#### ➤ Community Medicine including Humanities

Theory Two papers of 60 marks each 120 marks

(Includes problem solving, applied aspects of management at primary level including essential drugs, occupational (agro based) diseases, rehabilitation and social aspects of community).

Oral (Viva) 10 marks

Practical/Project evaluation 30 marks



Internal assessment 40 marks  
(Theory -20, Practical-20)

Total	200 marks
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➤ **Pass:**

In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% on practicals/clinicals.

#### 7.9.4 Third Professional – Part II

Each paper shall have two sections. Questions requiring essay type answers may be avoided.

➤ **Medicine**

Theory- Two papers of 60 marks each 120 marks

Paper I - General Medicine

Paper II – General Medicine (including Psychiatry, Dermatology and S.T.D.)

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) Interpretation of X-ray ECG, etc. 20 marks

Clinical (Bed side) 100 marks

Internal assessment 60 marks

(Theory-30, Practical-30)

Total	300 marks
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➤ **Surgery**

Theory-Two papers of 60 marks each 120 marks

Paper-1-General Surgery (Section 1)

Orthopaedics (Section 2)

Paper II-General Surgery including

Anaesthesiology, Dental diseases and Radiology.

(Shall contain one basic sciences and allied subjects)

Oral (Viva) Interpretation of Investigative data 20 marks

Clinical (Bed Side) 100 marks

Internal assessment 60 marks

(Theory-30; Practical-30) 60 marks

Total	300 marks
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Paper 1 of Surgery shall have one section in Orthopaedics. The question on Orthopaedic Surgery be set and assessed by examiners who are teachers in the orthopaedic surgery.

➤ **Obstetrics and Gynaecology**

Theory Two papers of 40 marks each 80 marks

Paper I- Obstetrics including social obstetrics.

Paper II- Gynaecology, Family Welfare and Demography

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) including record of delivery cases (20+10) 30 marks

Clinical 50 marks

Internal assessment

(Theory-20; Practical-20) total 40 marks

Total	200 marks
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➤ **Paediatrics (Including Neonatology)**

Theory: One paper 40 marks

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory-10; Practical-10 marks)

Total	100 marks
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➤ **Pass:** In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Practical/Clinical.

7.10.1 Results of University examinations shall be preferably declared before the start of teaching for next semester

7.10.2 Passing in 1<sup>st</sup> Professional is compulsory before proceeding to Phase II training.

7.10.3 A student who fails in the II<sup>nd</sup> professional examination, should not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.

7.10.4 Passing in III<sup>rd</sup> Professional (Part-1) is compulsory for being eligible for III<sup>rd</sup> Professional (Part-II) examination.

#### 7.11 Division and Merit list

7.11.1 The division shall be awarded only after 3<sup>rd</sup> part II university examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> part I and 3<sup>rd</sup> part II M B B S University examinations. There shall be only three divisions as follows-

- Distinction /honors : 75% and above
- 1<sup>st</sup> division : 60% and above but below 75%
- 2<sup>nd</sup> division : 50% and above but below 60%

7.11.2 The merit shall be declared by the university after the declaration of result of 3<sup>rd</sup> Part II M B B S university examination on the basis of the integrated performance of all the four M B B S. university examinations. The merit list shall include first 10 candidates securing at least 1<sup>st</sup> division and passing all M B B S. university examination in first attempts with all subjects taken together.

#### 7.12 Condonation of deficiency in marks

7.12.1 Grace Marks in allied specialty will be as per the norms of the Apex council of that faculty, in case apex council of that faculty does not mention about grace marks, the benefit of grace marks given in different head of passing shall not exceed one percent of aggregate marks in that examination upto maximum of 5 marks or as decided by University policy

7.12.2 Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire

Examination in the same attempt

- 7.12 3 **Provided further** that the benefit of total gracing marks under this Ordinance, may be divided between more than one subjects if the candidate passes the entire Examination in the same attempt.
- 7.12 4 **Provided further** that the benefit of total gracing marks under this Ordinance, are for particular year and for particular examination, accumulation of the gracing marks cannot be claimed.
- 7.12 5 After award of grace marks the result of the concerned M.B.B.S. university examination shall be declared as "Pass by grace".

**8. REVALUATION/ RE-TOTALING:**

- 8.1 Re-totalling- The university on application and remittance of stipulated fees as prescribed by the university shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subjects for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.
- 8.2 Revaluation- Revaluation of theory papers in all years of study of the M.B.B.S. course shall be permissible by the university on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

**9. INTERNSHIP:**

Internship is a phase of training wherein a graduate will acquire the skills and competencies for practice of medical and health care under supervision so that he/she can be certified for independent medical practice as an Indian Medical Graduate. In order to make trained work force available, it may be considered as a phase of training wherein the graduate is expected to conduct actual practice under the supervision of a trained doctor. The learning methods and modalities have to be done during the MBBS course itself with larger number of hands on session and practice on simulators.

- 9.1 Goal: The goal of the internship programme is to train medical students to fulfill their roles as doctors of first contact in the community
- 9.2 Objectives: At the end of the internship period, the medical graduate will possess all competencies required of an Indian Medical Graduate, namely
- 9.2.1 Independently provide preventive, promotive, curative and palliative care with compassion.
- 9.2.2 Function as leader and member of the health care team and health system,
- 9.2.3 Communicate effectively with patients, families, colleagues and the community,
- 9.2.4 Be certified in diagnostic and therapeutic skills in different disciplines of medicine taught in the undergraduate programme,
- 9.2.5 Be a lifelong learner committed to continuous improvement of skills and knowledge,
- 9.2.6 Be a professional committed to excellence and is ethical, responsive and accountable to patients, community and profession.

9.3 Time Distribution

Community Medicine (Residential posting)	2 months
General Medicine including 15 days of Psychiatry	2 months
General Surgery including 15 days Anaesthesia	2 months
Obstetrics & Gynaecology including Family Welfare Planning	2 months
Pediatrics	1 month
Orthopaedics including PM & R	1 month
Otorhinolaryngology	15 days
Ophthalmology	15 days
Casualty	15 days
Elective posting (1x15 days)	15 days

Subjects for Elective posting will be as follows:

- Dermatology, Venereology & Leprosy
- Respiratory Medicine
- Radio diagnosis

- Forensic Medicine & Toxicology
- Blood Bank
- Psychiatry

**Note: Structure internship with assessment at the end in the college.**

#### **9.4 GENERAL CONSIDERATIONS AND TEACHING APPROACH**

The provisions contained in Part II of these Regulations shall apply to the MBBS course starting from academic year 2019-20 onwards

##### **9.4.1 Indian Medical Graduate Training Programme**

The undergraduate medical education programme is designed with a goal to create an "Indian Medical Graduate" (IMG) possessing requisite knowledge, skills, attitudes, values and responsiveness, so that she or he may function appropriately and effectively as a physician of first contact of the community while being globally relevant. To achieve this, the following national and institutional goals for the learner of the Indian Medical Graduate training programme are hereby prescribed:

##### **9.4.2 National Goals:**

At the end of undergraduate program, the Indian Medical Graduate should be able to:

Recognize "health for all" as a national goal and health right of all citizens and by undergoing training for medical profession to fulfill his/her social obligations towards realization of this goal.

**9.4.2.1** Learn every aspect of National policies on health and devote her/him to its practical implementation.

**9.4.2.2** Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases

**9.4.2.3** Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living

**9.4.2.4** Become exemplary citizen by observance of medical ethics and fulfilling social and professional obligations, so as to respond to

national aspirations

9.4.3 Institutional Goals

9.4.3.1 In consonance with the national goals each medical institution should evolve institutional goals to define the kind of trained manpower (or professionals) they intend to produce. The Indian Medical Graduates coming out of a medical institute should:

9.4.3.2 be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.

9.4.3.3 be competent to practice preventive, promotive, curative, palliative and rehabilitative medicine in respect to the commonly encountered health problems

9.4.3.4 appreciate rationale for different therapeutic modalities; be familiar with the administration of "essential medicines" and their common adverse effects

9.4.3.5 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.

9.4.3.6 Possess the attitude for continued self-learning and to seek further expertise or to pursue research in any chosen area of medicine, action research and documentation skills

9.4.3.7 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following:

9.4.3.8 Family Welfare and Maternal and Child Health (MCH)

9.4.3.9 Sanitation and water supply

9.4.3.10 Prevention and control of communicable and non-communicable diseases

9.4.3.11 Immunization

9.4.3.12 Health Education

- 9.4.3.13 Indian Public Health Standards (IPHS), at various levels of service delivery.
- 9.4.3.14 Bio-medical waste disposal
- 9.4.3.15 Organizational and/or institutional arrangements.
- 9.4.3.16 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, hospital management, inventory skills and counseling.
- 9.4.3.17 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 9.4.3.18 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- 9.4.3.19 Be competent to work in a variety of health care settings
- 9.4.3.20 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.

**10. All efforts must be made to equip the medical graduate to acquire the desire skills.**

**10.1 Goals and Roles for the Learner**

In order to fulfil the goal of the IMG training programme, the medical graduate must be able to function in the following roles appropriately and effectively -

- 10.1.1 Clinician who understands and provides preventive, promotive, curative, palliative and holistic care with compassion.
- 10.1.2 Leader and member of the health care team and system with capabilities to collect analyze, synthesize and communicate health data appropriately
- 10.1.3 Communicator with patients, families, colleagues and community.
- 10.1.4 Lifelong learner committed to continuous improvement of skills and knowledge



10 1 5 Professional, who is committed to excellence, is ethical, responsive and accountable to patients, community and profession

**11. Competency Based Training Programme of the Indian Medical Graduate:**

Competency based learning would include designing and implementing medical education curriculum that focuses on the desired and observable ability in real life situations. In order to effectively fulfill the roles, the Indian Medical Graduate would have obtained the following set of competencies at the time of graduation:

- 11.1 Clinician, who understands and provides preventive, promotive, curative, palliative and holistic care with compassion
- 11.2 Demonstrate knowledge of normal human structure, function and development from a molecular, cellular, biologic, clinical, behavioural and social perspective.
- 11.3 Demonstrate knowledge of abnormal human structure, function and development from a molecular, cellular, biological, clinical, behavioural and social perspective
- 11.4 Demonstrate knowledge of medico-legal, societal, ethical and humanitarian principles that influence health care
- 11.5 Demonstrate knowledge of national and regional health care policies including the National Health Mission that incorporates National Rural Health Mission (NRHM) and National Urban Health Mission (NUHM), frameworks, economics and systems that influence health promotion, health care delivery, disease prevention, effectiveness, responsiveness, quality and patient safety.
- 11.6 Demonstrate ability to elicit and record from the patient, and other relevant sources including relatives and caregivers, a history that is complete and relevant to disease identification, disease prevention and health promotion.
- 11.7 Demonstrate ability to elicit and record from the patient, and other relevant sources including relatives and caregivers, a history that is contextual to gender, age, vulnerability, social and economic status, patient preferences,

beliefs and values

- 11.8 Demonstrate ability to perform a physical examination that is complete and relevant to disease identification, disease prevention and health promotion.
- 11.9 Demonstrate ability to perform a physical examination that is contextual to gender, social and economic status, patient preferences and values
- 11.10 Demonstrate effective clinical problem solving, judgment and ability to interpret and integrate available data in order to address patient problems, generate differential diagnoses and develop individualized management plans that include preventive, promotive and therapeutic goals.
- 11.11 Maintain accurate, clear and appropriate record of the patient in conformation with legal and administrative frame works.
- 11.12 Demonstrate ability to choose the appropriate diagnostic tests and interpret these tests based on scientific validity, cost effectiveness and clinical context
- 11.13 Demonstrate ability to prescribe and safely administer appropriate therapies including nutritional interventions, pharmacotherapy and interventions based on the principles of rational drug therapy, scientific validity, evidence and cost that conform to established national and regional health programmes and policies for the following:
  - 11.14 Disease prevention,
  - 11.15 Health promotion and cure,
  - 11.16 Pain and distress alleviation, and
  - 11.17 Rehabilitation.
- 11.18 Demonstrate ability to provide a continuum of care at the primary and/or secondary level that addresses chronicity, mental and physical disability
- 11.19 Demonstrate ability to appropriately identify and refer patients who may require specialized or advanced tertiary care
- 11.20 Demonstrate familiarity with basic, clinical and translational research as it applies to the care of the patient

**11.21 Leader and member of the health care team and system**

- 11.21.1 Work effectively and appropriately with colleagues in an inter-professional health care team respecting diversity of roles, responsibilities and competencies of other professionals.
- 11.21.2 Recognize and function effectively, responsibly and appropriately as a health care team leader in primary and secondary health care settings
- 11.21.3 Educate and motivate other members of the team and work in a collaborative and collegial fashion that will help maximize the health care delivery potential of the team.
- 11.21.4 Access and utilize components of the health care system and health delivery in a manner that is appropriate, cost effective, fair and in compliance with the national health care priorities and policies, as well as be able to collect, analyze and utilize health data.
- 11.21.5 Participate appropriately and effectively in measures that will advance quality of health care and patient safety within the health care system.
- 11.21.6 Recognize and advocate health promotion, disease prevention and health care quality improvement through prevention and early recognition. in a) life style diseases and b) cancers, in collaboration with other members of the health care team.

**11.22 Communicator with patients, families, colleagues and community**

- 11.22.1 Demonstrate ability to communicate adequately, sensitively, effectively and respectfully with patients in a language that the patient understands and in a manner that will improve patient satisfaction and health care outcomes.
- 11.22.2 Demonstrate ability to establish professional relationships with patients and families that are positive, understanding, humane, ethical, empathetic, and trustworthy

11.22.3 Demonstrate ability to communicate with patients in a manner respectful of patient's preferences, values, prior experience, beliefs, confidentiality and privacy.

11 22 4 Demonstrate ability to communicate with patients, colleagues and families in a manner that encourages participation and shared decision-making

**11.23 Lifelong learner committed to continuous improvement of skills and knowledge**

11.23.1 Demonstrate ability to perform an objective self-assessment of knowledge and skills, continue learning, refine existing skills and acquire new skills.

11.23.2 Demonstrate ability to apply newly gained knowledge or skills to the care of the patient.

11.23.3 Demonstrate ability to introspect and utilize experiences, to enhance personal and professional growth and learning.

11 23 4 Demonstrate ability to search (including through electronic means), and critically evaluate the medical literature and apply the information in the care of the patient

11.23 5 Be able to identify and select an appropriate career pathway that is professionally rewarding and personally fulfilling

**11.24 Professional who is committed to excellence, is ethical, responsive and accountable to patients, community and the profession**

11 24 1 Practice selflessness, integrity, responsibility, accountability and respect

11 24 2 Respect and maintain professional boundaries between patients, colleagues and society.

11.24 3 Demonstrate ability to recognize and manage ethical and

11.24 4 Abide by prescribed ethical and legal codes of conduct and practice

11 24 5 Demonstrate a commitment to the growth of the medical profession as a whole.

## 12. Broad Outline on training format

In order to ensure that training is in alignment with the goals and competencies:

12 1 There shall be a "Foundation Course" to orient medical learners to MBBS programme, and provide them with requisite knowledge, communication (including electronic), technical and language skills.

12.2 The curricular contents shall be vertically and horizontally aligned and integrated to the maximum extent possible in order to enhance learner's interest and eliminate redundancy and overlap.

12.3 Teaching-learning methods shall be learner centric and shall predominantly include small group learning, interactive teaching methods and case based learning.

12 4 Clinical training shall emphasize early clinical exposure, skill acquisition, certification in essential skills, community/primary/secondary care-based learning experiences and emergencies.

12.5 Training shall primarily focus on preventive and community based approaches to health and disease, with specific emphasis on national health priorities such as family welfare, communicable and non- communicable diseases including cancer, epidemics and disaster management

12.6 Acquisition and certification of skills shall be through experiences in patient care, diagnostic and skill laboratories.

12.7 The development of ethical values and overall professional growth as integral part of curriculum shall be emphasized through a structured longitudinal and dedicated programme on professional development including attitude, ethics and communication.

12 8 Progress of the medical learner shall be documented through structured periodic assessment that includes formative and summative assessments. Logs of skill-based training shall be also maintained.

Appropriate Faculty Development Programmes shall be conducted

regularly by institutions to facilitate medical teachers at all levels to continuously update their professional and teaching skills, and align their teaching skills to curricular objectives

**13. CANCELLATION OF ADMISSION:**

**13.1** The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

**13.1.1** He/ She is not found to be qualified or eligible as per NMC norms and guidelines

**13.1.2** He/ She is found to have produced false / forged documents or found to have used unfair means to secure admission.

**13.1.3** He/ She if found to be involved in serious breach of discipline in the institution or the university campus.

**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final

**APPENDIX-A****Prescribed Teaching Hours:-**

Following minimum teaching hours are prescribed in various disciplines,

**A. Pre- Clinical Subjects (Phase-I-First and Second Semester)**

Anatomy	650 Hrs.
Physiology	: 480 Hrs.
Biochemistry	: 240 Hrs.
Community Medicine	: 60 Hrs.

**B Para- Clinical Subjects (Phase-II-5<sup>th</sup> to 7<sup>th</sup> Semester)**

Pathology	• 300 Hrs
Pharmacology	: 300 Hrs
Microbiology	: 250 Hrs
Community Medicine	: 200 Hrs
(Including 8 weeks posting of 3 hrs each)	
Forensic Medicine	• 100 Hrs.

Teaching of Para-clinical Subjects shall be 4 Hrs Per day in 3<sup>rd</sup> Semester and 3Hrs per Day in 4<sup>th</sup> and 5<sup>th</sup> Semester

**C. Clinical Subjects**

1. Clinical Posting as per chart attached.
2. Theory lectures, demonstrations and Seminars etc in addition of clinical postings as under The clinical lectures to be held from 4<sup>th</sup> Semester onwards ( See attached time table)

Subjects	Duration
Gen Medicine	300 Hrs
Gen. Surgery	300 Hrs
Pediatrics	100 Hrs

Orthopedic	100 Hrs
T B. & Chest	20 Hrs
Ophthalmology	100 Hrs
Psychiatry	20 Hrs
ENT	70 Hrs
Skin and STD	30 Hrs
Radiology	20 Hrs
Community Medicine	50 Hrs
Dentistry	10 Hrs
Anesthesia	20 Hrs
Obst&Gynae	300 Hrs

**NOTE: -**

- This period of training is minimum suggested.
- Adjustments where required depending on availability of time shall be made
- This period of training does not include university examination period.
- Extra time available be devoted to other Sub-specialities.
- Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester
- This posting shall include training in Radio diagnosis
- This posting includes exposure to Rehabilitation Physiotherapy
- This posting includes exposure to laboratory medicine and infectious diseases.
- This posting includes exposure to dressing and Anaesthesia
- This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare Planning



**SRI AUROBINDO UNIVERSITY, INDORE**  
**ORDINANCE No. 18**

**DOCTOR OF MEDICINE (M.D.) AND MASTER OF SURGERY (M.S.)**

**GENERAL RULE**

These general rules are subject to alterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

**SUBJECTS OF AWARDS**

**M.D.**

- 1 Anesthesiology
- 2 Anatomy
- 3 Biochemistry
- 4 Community Medicine
- 5 Dermatology, Venerology and Leprosy
- 6 Family Medicine
- 7 Forensic Medicine
- 8 General Medicine
- 9 Geriatrics
- 10 Hospital Administration
- 11 Immuno Haematology and Blood Transfusion
- 12 Microbiology
- 13 Nuclear Medicine
- 14 Pathology
- 15 Paediatrics
- 16 Pharmacology
- 17 Physical Medicine Rehabilitation
- 18 Physiology
- 19 Psychiatry
20. Radio-diagnosis
- 21 Radiation Oncology
- 22 Sports Medicine

- 23 Respiratory Medicine
- 24 Emergency Medicine
- 25 Palliative Medicine
- 26 Master of Public Health (Epidemiology)

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**M.S.**

- 1 Otorhinolaryngology
- 2 General Surgery
- 3 Ophthalmology
- 4 Orthopedics
- 5 Obstetrics & Gynecology
- 6 Traumatology & Surgery

**1. GENERAL CONDITIONS: -**

- 1.1 Postgraduate Medical Education in broad specialties shall be of three years duration in the case of degree course and two years in the case of Diploma Course after MBBS and in the case of superspecialties the duration shall be of three years after MD/MS
- 1.2 Postgraduate curriculum shall be competency based.
- 1.3 Learning in postgraduate programme shall be essentially autonomous and self-directed.
- 1.4 A combination of both formative and summative assessment is vital for the successful completion of the PG programme.
- 1.5 The training of PG students shall involve learning experience 'decide from' or 'targeted to' the needs of the community. It shall, therefore be necessary to expose.

**2. AIMS & OBJECTIVES:****2.1 AIMS:**

The goal of postgraduate medical education shall be to produce competent specialists and/or Medical teachers.

- 2.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy
- 2.1.2 Who shall have mastered most of the competencies, pertaining to the speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system,
- 2.1.3 Who shall be aware of the contemporary advance and developments in the discipline concerned,
- 2.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology, and
- 2.1.5 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

**2.2 OBJECTIVES:**

At the end of the postgraduate training in the discipline concerned the student shall be able to,

- 2.2.1 Recognize the importance to the concerned speciality in the context of the health needs of the community and the national priorities in the health section
- 2.2.2 Practice the speciality concerned ethically and in step with the principles of primary health care.
- 2.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned speciality
- 2.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies
- 2.2.5 Diagnose and manage majority of the conditions in the speciality concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.
- 2.2.6 Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the speciality.
- 2.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.
- 2.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behaviour in accordance with the societal norms and expectations.
- 2.2.9 Play the assigned role in the implementation of national health program, effectively and responsibly.
- 2.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation
- 2.2.11 Develop skills as a self-directed learner, recognize continuing education needs, select and use appropriate learning resources
- 2.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyse relevant published research literature
- 2.2.13 Develop skills in using educational methods and techniques as applicable

to the teaching of medical/nursing students, general physicians and paramedical health workers

2.2.14 Function as an effective leader of a health team engaged in health care, research or training.

### 2.3 STATEMENT OF THE COMPETENCIES:

Keeping in view the general objectives of postgraduate training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the program so that he or she can direct the efforts towards the attainment of these competencies.

### 2.4 COMPONENTS OF THE POSTGRADUATE CURRICULUM:

The major components of the Postgraduate curriculum shall be:

- 2.4.1 Theoretical knowledge
- 2.4.2 Practical and clinical skills.
- 2.4.3 Writing Thesis / Research articles.
- 2.4.4 Attitudes including communication skills.
- 2.4.5 Training in research methodology, Medical Ethics and Medico legal aspects.-

## 3. COURSE STRUCTURE:

### 3.1 Training Period and Time Distribution

The period of training for obtaining the degrees shall be three complete years including the period of examination

**Provided that** in the case of students having a recognised two year postgraduate diploma course in the same subject, the period of training, including the period of examination, shall be two years

### 3.2 Timing of Examinations:-

The examinations shall be organised on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for M.S., / M.D., shall be held at the end of 3 academic years (six academic terms) The academic terms shall mean six months training period.

**4. GOAL:**

The goal of postgraduate medical education shall be to produce competent specialist and/or Medical Teachers

- 4.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy
- 4.2 Who shall have mastered most of the competencies pertaining to the specialty, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system
- 4.3 Who shall be aware of the contemporary advance and developments in the discipline concerned
- 4.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology.
- 4.5 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

**5. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:****5.1 Eligibility Criteria: Candidate for M.D. /M.S. Degree must be-**

A candidate who has passed final year M.B.B.S examination after pursuing a study in a medical college recognised by the National Medical Commission (NMC), from a recognised Medical College affiliated to any other University recognised as equivalent thereto, and has completed one year compulsory rotating internship in a teaching Institution or other Institution recognised by the National Medical Commission (NMC), and has obtained permanent registration with Medical Council of India or NMC or any State Medical Council shall be eligible for admission, or should obtain the same within one month from the date of his admission, failing which the admission of the candidate shall be cancelled.

**5.2 Procedure for selection of candidates for post graduate courses shall be as follows:**

- 5.2.1 There shall be a uniform entrance examination to all medical educational institutions at the Postgraduate level namely 'National Eligibility-cum-

Entrance Test' for admission to postgraduate courses in each academic year and shall be conducted under the overall supervision of the Ministry of Health & Family Welfare, Government of India.

5.2.2 The "designated authority" to conduct the 'National Eligibility-cum-Entrance Test' shall be the National Test Agency (NTA) or any other body/organization so designated by the Ministry of Health and Family Welfare, Government of India.

5.2.3 In order to be eligible for admission to Postgraduate Course for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50 percentile in the 'National Eligibility-Cum-Entrance Test for Postgraduate courses' held for the said academic year. However, in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, and Other Backward Classes, the minimum marks shall be at 40 percentile. In respect of candidates with benchmark disabilities specified under the Rights of Persons with Disabilities Act, 2016, the minimum marks shall be at 45 percentile for General Category and 40 percentile for SC/ST/OBC. The percentile shall be determined on the basis of highest marks secured in the All India Common merit list in National Eligibility-cum-Entrance Test for Postgraduate courses.

**Provided** when sufficient number of candidates in the respective categories fail to secure minimum marks as prescribed in National Eligibility-cum-Entrance Test held for any academic year for admission to Postgraduate Courses, the Central Government in consultation with National Medical Commission (NMC) may at its discretion lower the minimum marks required for admission to Post Graduate Course for candidates belonging to respective categories and marks so lowered by the Central Government shall be applicable for the academic year only.

5.2.4 The reservation of seats in Medical Colleges/institutions for respective categories shall be as per applicable Law prevailing in States/Union Territories. An all India merit list as well as State-wise merit list of the eligible candidates shall be prepared on the basis of the marks obtained in National Eligibility-cum-Entrance Test and candidates shall be admitted

to Postgraduate Courses from the said merit lists only.

5.2.5 5% seats of annual sanctioned intake capacity shall be filled up by persons with benchmark disabilities in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016, based on the merit list of National Eligibility-Cum-Entrance Test for admission to Postgraduate Medical Courses.

5.2.6 No candidate who has failed to obtain the minimum eligibility marks as prescribed in Sub-Clause (3) above shall be admitted to any Postgraduate courses in the said academic year.

5.2.7 The University and State Government /DME will organize admission process in such a way that teaching in broad specialty postgraduate courses (MD/MS/DNB) starts as per NMC /State Government norms. For this purpose, they shall follow the time schedule indicated below:

**Admission schedule for Postgraduate courses (Broad Speciality):**

S. No.	Schedule for Admission	State Counselling
1	Conduct of Exam	Schedule will be followed as prescribed by NMC/Government from time to time
2	Declaration of Result	
3	1 <sup>st</sup> Round of Counselling	
4	Last date of Joining	
5	2 <sup>nd</sup> Round of Counselling	
6	Last date of Joining	
7	Mop up Round / CLC Round	

8	Last date of Joining	
9	Forwarding the list of students in order of merit equaling to ten times the number of vacant seats to the Medical Colleges by the Counselling Authority	
10	Last date of Joining	

- All India Quota Seats remaining vacant after last date for joining will be deemed to be converted into State Quota
- Institute/ College/ Courses permitted after 28<sup>th</sup> February will not be considered for admission/ allotment of seats for current academic year
- In any circumstances, last date for admission/ joining will not be extended after 31<sup>st</sup> May.
- For the purpose of ensuring faithful obedience to the above time-schedule, Saturday, Sunday or Holidays (except National Holiday) shall be treated as working day

5.2 8 There shall be no admission of students in respect of any academic session beyond 31st May for postgraduate courses. The University shall not register any student admitted beyond the said date.

5.2 9 No authority / institution shall admit any candidate to any postgraduate medicine course in contravention of the criteria / procedure as laid down by these Regulations and / or in violation of the judgements passed by the Hon'ble Supreme Court in respect of admissions Any candidate admitted in contravention / violation of aforesaid shall be discharged by the Council forthwith. The authority / institution which grants admission to any student in contravention / violation of the Regulations and / or the judgements passed by the Hon'ble Supreme Court, shall also be liable to face such action as may be prescribed by the Council, including surrender



of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year / years

**5.3 COMMON COUNSELING:**

There shall be a common counseling for admission to all Postgraduate Courses (MD/MS) in all Medical Educational Institutions on the basis of merit list of the National Eligibility-cum-Entrance Test, which shall be conducted by the statutory authority / state Government

**6. MIGRATION.**

Migration/transfer of students undergoing any postgraduate course shall not be permitted

**7. COMMENCEMENT OF COURSE:**

As per directions issued by competent authority such as NMC, DME/ State Government

**8. ATTENDANCE, PROGRESS AND CONDUCT:**

8.1 A candidate pursuing degree course should work in the concerned department of the institution for the full period as a full time student. No candidate is permitted to run a clinic/ laboratory/ nursing home while studying postgraduate course

8.2 Each year shall be taken as a unit for the purpose of calculating attendance.

8.3 Every student shall attend symposia, seminars, conferences, journal review meetings, grand rounds, CPC, case presentation, clinics and lectures during each year as prescribed by the department and not absent himself / herself from work without valid reasons

8.4 Every candidate is required to attend a minimum of 80% of the training during each academic year of the post graduate course. Provided further that leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% attendance of training period every year. Similarly, the matter of grant of leave to Post Graduate students shall be regulated as per respective University / State Government rules

8.5 Any student who fails to complete the course in the manner stated above shall

not be permitted to appear for the University Examinations.

**9. METHOD OF TRAINING:**

The students undergoing postgraduate courses shall exposed to the following:

- 9.1 Basics of statistics to understand and critically evaluate published research paper.
- 9.2 Exposure to human behaviors students.
- 9.3 Basic understanding of pharmaco-economics.
- 9.4 Introduction to the non-linear mathematics.
- 9.5 The training given with due care to the Post Graduate students in the recognized institutions for the award of various Post Graduate medical degrees/diplomas shall determine the expertise of the specialist medical teachers produced as a result of the educational program during the period of stay in the institution. All the candidates joining the postgraduate training programme shall work as full time residents during the period of training and shall attend not less than 80% (Eighty percent) of the imparted training during each academic year including assignments, assessed full time responsibilities and participation in all facets of the educational process
- 9.6 Every institution undertaking postgraduate training program shall set up an academic cell or a curriculum committee, under the chairmanship of a senior faculty member, which shall work out the details of the training program in each specialty in consultation with other department faculty staff and also coordinate and monitor the implementation of these training programs.
- 9.7 The training program shall be updated as and when required. The structured training program shall be strictly followed, to enable the examiners to determine the training undergone by the candidates and the National Medical Commission (NMC) inspectors to assess the same at the time of inspection
- 9.8 Postgraduate students shall maintain a record (log) book of the work carried out by them and the training program undergone during the period of training including details of surgical operations assisted or done independently (for M.S candidates)
- 9.9 The record books shall be checked and assessed by the faculty members

imparting the training.

- 9.10 During the training for degree/diploma to be awarded in clinical disciplines, there shall be proper training in basic medical sciences related to the disciplines concerned, during the training for the degree to be awarded in basic medical sciences, there shall be training in applied aspects of the subject, and there shall be training in allied subjects related to the disciplines concerned. In all postgraduate training programs, both clinical and basic medical sciences, emphasis is to be laid on preventive and social aspects and emergency care. Facilities for autopsies, biopsies, cytopsies, endoscopic and imaging etc , also be made available for training purposes
- 9 11 The postgraduate students shall be required to participate in the teaching and training program of undergraduate students and interns.
- 9.12 Training in medical audit, management, health economics, health information system, basics of statistics, exposure to human behavior studies, knowledge of pharmaco- economics and introduction to non-linear mathematics shall be imparted to the postgraduate students.
- 9 13 Implementation of training programs for the award of various postgraduate degrees and diplomas shall include the following: -
- 9 13 1 **Doctor of Medicine (M.D.)/Master of Surgery (M.S )**
- 9 13.1 1 Basic Medical Sciences: Lectures, seminars, journal clubs, group discussions, participation in laboratory and experimental work, and involvement in research studies in the concerned specialty and exposure to the applied aspects of the subject relevant to clinical specialties.
- 9 13.1 2 Clinical disciplines In service training, with the students being given graded responsibility in the management and treatment of patients entrusted to their care; participation in Seminars, Journal clubs, group discussions, clinical meetings, grand rounds, and clinico-pathological conferences, practical training in diagnosis, Medical and surgical treatment; training in the basic medical sciences, as well as in allied clinical specialties

**PERIOD OF TRAINING:** The period of training for M.D./M.S shall be three years including examination period provided that, in case of student possessing two years recognized PG Diploma course in the same subject the period of training shall be of two years.

**10. PERIODIC TESTS:**

10.1 In case of degree courses of three years duration (MD/MS), the concerned departments may conduct three tests, two of them be annual tests, one at the end of first year and the other in the second year. The third test may be held three months before the final examination. The tests may include written papers, practicals / clinical and viva voce. Records and marks obtained in such tests will be maintained by the Head of the Department and sent to the University, when called for.

10.2 Records: Records and marks obtained in tests will be maintained by the Head of the Department and will be made available to the University.

**11. MONITORING LEARNING PROGRESS:**

It is essential to monitor the learning progress of each candidate through continuous appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring should be done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment be done using checklists that assess various aspects.

The learning outcomes to be assessed should include:

- (i) Personal Attitudes,
- (ii) Acquisition of Knowledge,
- (iii) Clinical and operative skills,
- (iv) Teaching skills and
- (v) Dissertation

11.1 **Personal Attitudes.** The essential items are:

- Initiative
- Organizational ability
- Potential to cope with stressful situations and undertake responsibility
- Trust worthiness and reliability
- To understand and communicate intelligibly with patients and others
- To behave in a manner which establishes professional relationships with patients and colleagues
- Ability to work in team
- A critical enquiring approach to the acquisition of knowledge

The methods used mainly consist of observation. It is appreciated that these items require a degree of subjective assessment by the guide, supervisors and peers

**11.2 Acquisition of Knowledge:** The methods used comprise of 'Log Book' which records participation in various teaching / learning activities by the students. The number of activities attended and the number in which presentations are made are to be recorded. The log book should periodically be validated by the supervisors. Some of the activities are listed. The list is not complete. Institutions may include additional activities, if so, desired.

- **Journal Review Meeting (Journal Club):** The ability to do literature search, in depth study, presentation skills, and use of audio- visual aids are to be assessed. The assessment is made by faculty members and peers attending the meeting using a checklist
- **Seminars / Symposia:** The topics should be assigned to the student well in advance to facilitate in depth study. The ability to do literature search, in depth study, presentation skills and use of audio- visual aids are to be assessed using a checklist
- **Clinico-pathological conferences:** This should be a multidisciplinary case study of an interesting case to train the candidate to solve diagnostic and therapeutic problems by using an analytical approach. The presenter(s) are to be assessed using a check list similar to that used for seminar

- Medical Audit Periodic morbidity and mortality meeting be held. Attendance and participation in these must be insisted upon This may not be included in assessment.

11.3 **Teaching skills:** Candidates should be encouraged to teach undergraduate medical students and paramedical students, if any This performance should be based on assessment by the faculty members of the department and from feedback from the undergraduate students

## 12. SCHEME OF EXAMINATION AND PASSING HEADS:

12.1 University shall conduct examination at the end of three academic years for M D, M S Courses University shall conduct not more than two examinations in a year, with an interval of not less than four and not more than six months between the two examinations

12.2 M.D/M S examination in any subject shall consist of thesis, theory papers and clinical/practical and oral examination.

12.3 **Passing head and standard of Passing: -**

There will be two heads of passing -

12.3.1 Four papers of theory shall form one head of passing

12.3.2 Clinical, oral, and practical taken together shall form the second head of Passing

12.3.3 A candidate must pass in both the heads that is the whole examination at one and in the same attempt A candidate passing in one head and failing to pass in the other head will be declared fail and shall not be entitled to any exemption in the subsequent attempt

12.4 **To pass a candidate must obtain:**

12.4.1 Fifty percent of the total marks in theory examination (Total of all the four papers must be 50% of the total marks of theory) Obtaining a minimum of 40% marks in each theory paper and not less than 50% marks in practical examination shall be mandatory for passing the examination as a whole in the said degree examination

12.4.2 Fifty percent of the total marks in clinical, oral and practical taken together

**12.5 Declaration of distinction:** A successful candidate passing the University examination in first attempt will be declared to have passed the examination with distinction, if the grand total aggregate marks is 75 percent and above. Distinction will not be awarded for candidates passing the examination in more than one attempt

**13. SCHEME OF THEORY EXAMINATION:**

13.1 There shall be four theory papers at M.D /M S examinations, of 100 marks each

13.2 Each Paper shall be of 3 hours duration

Out of these one shall be of Basic Medical Sciences and one shall be of recent advances.

**Pattern of Question Paper for M.D. / M.S. as given below:**

Q. No.	Nature of Questions	Division of Marks	Total Marks
1.	Long Answer Question	1 X 20	20 Marks
2.	Long Answer Question	1 X 20	20 Marks
3.	6 SAQs (a) (b) (c) (d) (e) (f)	6 X 10	60 Marks
<ul style="list-style-type: none"> <li>• Their shall be Three Long answer Questions where the candidate has to attempt any Two out of Three</li> <li>• Their shall be Eight Short answer Questions where the candidate has to attempt any Six out of Eight</li> </ul>			

**PAPER WISE DISTRIBUTION AS GIVEN BELOW:**

**M.D./ M.S. (Super Speciality)**

S. No.	Course Title	Paper No.
1	M D / M S	Paper -1
		Paper -2
		Paper -3
		Paper -4

**14. SCHEME OF PRACTICAL EXAMINATION:**

- 14.1 Clinical examination for the subjects in clinical sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/teacher, for which candidate shall examine a minimum one long case and two short cases
- 14.2 Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidate for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subjects
- 14.3 The oral examination shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the Speciality, which form a part of the examination.
- 14.4 The maximum number of candidates to be examined in clinical/Practical and viva on any day shall not exceed 8 for M.D /M.S. degree examinations.
- 14.5 All the 4 Examiners will sit together to examine the candidate for long cases. At least one internal & one external examiner would assess the candidate for short cases. All 4 examiners will conduct viva voce
- 14.6 There will be 400 marks for the Practical/ Clinical Examination

**15. GUIDELINES FOR APPOINTMENT OF EXAMINERS:**

- 15.1 No person shall be appointed as an examiner in any subject unless he fulfills the minimum requirements for recognition as a post Graduate teacher as laid down by the National Medical Commission (NMC) and has teaching experience of 8 (Eight) years as a Asst Professor out of which he has not less than 3 (Three) Years teaching experience after obtaining Post Graduate degree For external examiners, he should have minimum six years' experience as recognized Post Graduate teacher in the concerned subject Out of internal examiners, one examiner shall be Professor and Head of Department or Head of Department
- 15.2 There shall be at least four examiners in each subject at an examination out of



which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfills the condition laid down in clause – a) above shall ordinarily be invited from another recognized medical college, preferably from outside the State

- 15.3 An external examiner may be ordinarily appointed for not more than three years consecutively. Thereafter he may be reappointed after an interval of two years.
- 15.4 The Head of the department of the institution concerned shall ordinarily be one of the internal examiners and second internal examiner shall rotate after every two year
- 15.5 Under exceptional circumstances, examinations may be held with 3 (three) examiners provided two of them are external and National Medical Council is intimated the justifications of such action. Result shall not be published in such cases without the approval of National Medical Commission.

**16. THESIS/DISSERTATION GUIDELINES:**

Every candidate shall carry out work on an assigned research project under the guidance of a recognized post-graduate teacher, the results of which shall be written up and submitted in the form of a Thesis/Dissertation

Work for writing the Thesis is aimed at contributing to the development of a spirit of enquiry, besides exposing the candidate to the techniques of research, critical analysis, statistical methods acquaintance with the latest advances in medical sciences and the manner of identifying and consulting available literature

The topic of thesis shall be as selected by the candidate. The institutional ethics committee (college level) will approve the topic. The title of the topic along with plan of work not exceeding 500 words in prescribed proforma under intimation to the Dean should be submitted to the Deputy Registrar (Academics) of the University with the recommendation of guide/PG teacher within a period of 06 months from the date of registration or as notified by the University from time to time. Ordinarily the University shall approve the topic. Unless communicated otherwise within a period of two months from the date of receipt of plan of work by the University it shall be assumed that the topic of dissertation is approved and no communication is necessary

in the connection. Change of topic will not be allowed once title is submitted to the University, except with prior permission of the University

In case of delay in submission of topic of dissertation and plan of work the period of training of the candidate shall be extended proportionately for which the entire responsibility shall be upon the candidate/guide/Dean University in such has shall not bear any responsibility for providing facility of training for the extended period

The dissertation should be written under the following headings.

- i. Introduction
- ii. Aims or objectives of study
- iii. Review of Literature
- iv. Material and Methods
- v. Results
- vi. Discussion
- vii. Bibliography
- viii. Annexure

The written text of dissertation shall be not less than 50 pages excluding references tables, questionnaires and other annexure. It should be neatly typed in double lines spacing on one side of paper (A4 size, 8 27" X 11.69") and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Four hard copies of dissertation along with soft copy on a CD thus prepared shall be submitted to the Controller of Examination, six months before final examination on or before the dates notified by the University

Examiners appointed by the University shall value the dissertation. Approval of dissertation work is an essential precondition for a candidate to appear in the University examination

Candidate submitting thesis after the last date shall not be eligible to appear in ensuing University examination even if they are issued hall-ticket/admit card. If Thesis is rejected, the candidate will have to appear after six months, after making necessary modification and resubmission

To be eligible to be declared as successful in the PG Degree examination, it is compulsory for candidate to pass in all heads of the examination in the same attempt. No candidate passing in all other heads of examination will be declared successful unless his/her dissertation is recommended for acceptance by at least two out of three examiners appointed to evaluate the thesis/dissertation

Thesis shall be examined by a minimum of 3 examiners, (Appointed by University) One internal and Two external who shall not be examiners for theory and clinical. At least two examiners shall approve the same 3 Months before final examination otherwise candidate will lose his 6 months. Result of thesis should be ordinarily declared after 33 months.

In case a thesis is rejected the same shall be communicated to the candidate along with the reasons for rejection ordinarily prior to the commencement of theory examination. The thesis shall not contain anything, which can reveal the identity of the candidate/institution of the candidate.

However, it shall contain certificate issued by the guide countersigned by the Dean, certifying therein that the work done by the candidate has been carried-out under the supervisor of the guide for his/her entire satisfaction. This certificate should be independent and should not be attached inside the thesis.

#### GUIDE:

The academic qualification and teaching experience required for recognition by this University as a guide for dissertation work is as per National Medical Commission (NMC). Teachers in a medical college/institution having a total of eight years teaching experience out of which at least five years teaching experience as lecturer or Assistant Professor gained after obtaining Post Graduate teachers.

A Co-guide may be included provided the work requires substantial contribution from a sister department or from another medical institution recognized for teaching/training by National Medical Commission (NMC). The Co guide shall be a recognized postgraduate teacher.

**CHANGE OF GUIDE:**

In the event of a registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the University.

**17. CANCELLATION OF ADMISSION:**

17.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

17.1.1 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission

17.1.2 He/She is found to be involved in serious breach of discipline in the institution/Constituent college or the University campus.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 19****MASTER OF FORENSIC SCIENCES****1. NAME OF PROGRAM:**

Master of Forensic Science, M.Sc (Forensic Science)

The program shall be offered under this Ordinance, subject to the recommendation of the respective **Board of Studies** and as per norms of Forensic Science Advisory Council and/or UGC Board of Studies is authorized to recommend further Additional/Alterations in this Ordinance.

**2. NAME OF FACULTY AND BOARD OF STUDIES:**

Faculty of Forensic Science – Board of studies of Forensic Science.

**3. DURATION:**

Schedule Period of Program Completion : 2 Years (4 Semesters).

Maximum Period of Program Completion : 4 Years.

Or as per university Policy.

**4. ELIGIBILITY FOR ADMISSION:**

Candidates for admission to first year of the Master of Forensic Science, Post Graduate Degree Course shall be required to have completed their graduation in B.Sc. in Biology / Physics / Chemistry / Bio chemistry / Micro biology / Biotech, MBBS or BDS. (Admission to eligible candidate will be strictly on the basis of merit list)

**5. ADMISSION PROCESS:**

Admission to the program shall be made by an admission committee approved by the Vice-Chancellor. The admission process shall take place on the criteria approved by the Committee

**6. NUMBER OF SEATS FOR THE PROGRAM:**

It will be decided time to time by the university as per guidelines of Forensic Science Advisory Council and/or UGC.

**7. FEE STRUCTURE:**

- 7.1 All the fees categories including Program fee and the examination fee shall be determined by the University from time to time, and shall payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Madhya Pradesh Private Universities Regulatory Commission
- 7.2 Registrar shall notify the quantum of fees payable to the schedule of registration before the start of each semester.
- 7.3 Fees, once paid, are not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination

**8. ELIGIBILITY FOR THE AWARD OF THE DEGREE:**

A student shall be declared to be eligible for the award of the Degree if he/she has

- Successfully gained the required number of total credits as specified in the Curriculum corresponding to his/her Program within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit/ industrial training, in any, as prescribed in the curriculum

**9. ATTENDANCE:**

Minimum attendance required to become eligible to appear in the examination for each paper shall be 75% of all class lectures (theory and practical) or as per University policy. In case a student is short of attendance due to illness, participation in sports, extracurricular activities, etc the following rules shall apply

**10. PROCESS OF EVALUATION:**

- 10.1 **Theory Papers:** Semester and Annual examination shall be conducted by the University as mentioned in the academic calendar of the department. The question paper will be set by examiners appointed by the Vice Chancellor based on the recommendation of the Board of Studies. The pattern of the question paper will be decided by the University. The weightage of theory examination will be of 70% for all the courses.
- 10.2 **Sessional Examination:** The sessional examination shall be conducted by the subject teacher on the dates decided by the faculty members and Director/HOD/ Coordinator. The weightage of this examination will be 30%.
- 10.3 **Practical Examination:** A Practical examination will be conducted in the papers given in the course structure. The V.C. on the basis of the recommendation of the Board of Studies shall appoint the examiners for the practical. The marks of the practical examination will be distributed on the following basis.
- 10.3.1 Sessional 30% based on the performance of the students in the practical experiments/seminars/attachments/assignments.
- 10.3.2 Year-end/Semester examination: 70% based on the year-end/semester practical examination and the Viva-voce conducted by the examiners. The examiners include the faculty member, in charge of the practical course, and an external examiner appointed by the Vice-Chancellor. The examiners shall jointly award marks to the students on mutual agreement.
- 10.4 **Project work / Dissertation:** Fourth Semester students of all the post graduate course will undertake a project work/ Dissertation which shall be of 300 marks which will be awarded on the basis of his/her performance in research work and for presentation/ Viva taken by the external examiner. The supervisors will be allotted by the HOD to each of the students. The supervisors will be Faculty member of the department. The examiners and Supervisor shall jointly award marks to the students on mutual agreement. The Institution may decide to send the students to external institution for completion of experimental work / consultation with Scientist and Library for their dissertation work. In that case the HOD of the concerned external Institution will allot one of its faculty member/Scientist as the Co-supervisor to the student. If a student goes to any external Institution for completion of his dissertation work He /She has to

submit one certificate duly signed by the allotted faculty member and HOD of the external Institution

- 10.5 **Specialization:** Fourth Semester students of M Sc Forensic Science may choose any one of four specializations i.e. Option A: Specialization in Forensic Biology & Serology (FBS), Option B. Specialization in Forensic Chemistry & Toxicology (FCT), Option C : Specialization in Questioned Document & Fingerprint Examination (QDFP) and Option D. Specialization in Forensic Physical Sciences
- 10.6 **Submission of Dissertation** The student will be allowed to submit his/her thesis once the supervisor is satisfied with the progress and completion of the research work. The project work should be an original research. The student will have to submit his thesis in four copies for evaluation. The thesis should include a certificate of the work carried out by the student duly signed by the student, supervisor and Director/HOD/ Co-ordinator of the Department
- 10.7 **Evaluation of the Dissertation/Thesis:** The student will have to defend his/her research work in front of an audience. The internal examiner with an external examiner appointed by the Vice-Chancellor will do the assessment of the project work jointly. If the examiners decide that the performance of the student in the project work as well as in oral presentation is unsatisfactory, the student will have to conduct additional experiments suggested by the examiners, rewrite the Dissertation/Thesis and resubmit.
- 10.8 **Qualifying marks and promotion** The minimum passing marks shall be 40% in the aggregate. The minimum pass marks 40% have to be obtained in theory, sessional, practical and dissertation individually. On the basis of percentage of total marks secured in the aggregate of all years of duration by a candidate, he/she shall be awarded a division, as detailed below:
- Third Division: 40% or more than but less than 50%. (ii) Second Division: 50% or more than but less than 60% (iii) First Division: 60% or more than but less than 75%
- iv) First Division with Distinction: 75% or more. A candidate can be provisionally promoted to the next year if he/she fulfills the following condition given below- If he/she has obtained 40% marks in the aggregate but has failed to secure 40% marks individually in theory papers. But, he/she will have to clear that paper as back paper as per rules



- 10 9 **Declaration of results and award of degree** After completion of the evaluation process, result will be declared by the university. Candidates declared successful may get the provisional degree from the Registrar/Vice-Chancellor of the University after one week of result. Original degree will be conferred at the time of convocation to be held annually as decided by Vice-Chancellor.

**11. GENERAL INSTRUCTIONS:**

- 11 1 Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance
- 11.2 The subject to be studied in different semester include lab work, practical, implant training, project etc shall be as per the University schemes, approved by Academic Council of the University on the basis of Authority norms and the Board of Management of the University.
- 11.3 Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee, consisting of any or Deans and/ or all the Directors/ Deans of all Departments/ Institutions Schools. The decision of the Vice-Chancellor shall be final.
- 11 4 The Reservation to SC/ ST/ Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and / or the Government of India.
- 11 5 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools The decision of the Vice Chancellor shall be final

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 20****M.Sc. MEDICAL BIOCHEMISTRY****1. AIMS:**

Post graduate medical Biochemistry curriculum is oriented towards training students to undertake the responsibilities of a trained medical biochemist that is capable of looking after the preventive and diagnostic aspect of Medical biochemistry

The training shall aim to provide an educational experience of the essentials required for the health care in our country Training is designed to meet the internationally acceptable standards.

**2. OBJECTIVES:**

At the end of postgraduate program, the medical M.Sc student should be able to.

- 2.1 Explain the structure, function and inter-relationships of bio molecular and their deviation from normal and their consequences.
- 2.2 Integrate various aspects of metabolism and their regulatory pathways.
- 2.3 Explain the mechanisms involved in maintenance of body fluids and pH homeostasis
- 2.4 To develop key laboratory skills, effectively organize and supervise diagnostic laboratory to ensure quality control/ assurances
- 2.5 Familiarize with the principles of various conventional and specialized laboratory investigations and instrumentation analysis and interpretation of a given data
- 2.6 Summarize the fundamental aspects of enzymology and alteration on enzymatic activity with reference to clinical applications.
- 2.7 Explain the molecular concept of body defenses and their applications in medicine.
- 2.8 Outline the molecular mechanisms of gene expression and regulation, principles of genetic engineering and their applications in medicine.

**3. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

3.1 Minimum qualification for admission to the course shall be the graduation degree under UGC recognized college in branch of Biochemistry/zoology / MBBS/BDS.

3.2 For SC/ST/Other Category Candidate, The seat will be reserved as per provision of M.P. Govt. Norms as amended time to time

3.3 Selection Criteria: The admission in M.Sc. Medical Biochemistry first Year shall be based on the merit of the qualifying examination

OR

Common Entrance Test (CET), conducted by the University/ any designated agency.

**4. NUMBER OF SEATS:**

Number of seats will be as per course approval by competent Authority

**5. FEE STRUCTURE:**

The Fees for each course shall be decided by Board of Management of University as approved by regulatory commission / competent authority.

**6. CURRICULUM AND SYLLABUS:**

The curriculum and syllabus will be framed by concerned Board of studies which duly approved by academic council in accordance with the guidelines issued by UGC

**7. COMMENCEMENT OF COURSES:**

7.1 The course shall be commencing from the month of August/ September of every academic year

7.2 The subjects to be studied in the academic year of M.Sc. Medical Biochemistry programs shall be as per the scheme, approved by Academic Council of the University

**8. EXAMINATION:**

8.1 The medium of Instruction shall be English throughout the course.

## 8.2 University Examination; Theory & Practical:

### 8.2.1 M SC. MEDICAL BIOCHEMISTRY COURSE WOULD BE OF 3 YEARS DURATION

M.Sc. (Med) part - I 1 year

M Sc. (Med) part - II 2 years

### 8.2.2 The examination in M.SC (MED) PART –I shall consist of –

- Written papers
- Practical and oral examinations
- Internal assessment

### 8.2.3 The examination in M SC (med ) part-II shall consist of –

- THESIS
- WRITTEN PAPER
- PRACTICAL ORAL & CLINICAL EXAMINATION

### THESIS:-

Each candidate after passing M Sc (Med ) part –I exam will submit plan for the thesis/dissertation on the proposed subject through his/her guide the head of the institution to the university for registration of the subject within six month. The thesis /dissertation will be submitted to the university at least 4 month before the date fixed for the examination.

Approval by the examination of the thesis submitted by the candidate shall be pre-condition for his admission to the written part-of the M SC. (med.) part- II examination the thesis will be evaluated by two external and one main internal examiner

### Written Examination

- Written Examination shall be of 3 Hours.
- Each theory paper shall carry marks.

### Oral, Practical and / or Clinical Examination

**Appointment of Examiners/ Question Paper Setters:** The appointment of examiner for the University Examination shall be as per ordinance of the University

**8.3 Criteria for Passing:**

- 8.3.1 A candidate shall have to obtain separately 50% marks in written exam plus internal assessment plus viva voce and 50% marks in practical exam of final examinations in order to declare pass.
- 8.3.2 A candidate failing either in Theory or Practical part shall be declared as failed in the subject and such candidate/ candidates shall appear for the subject in next examination.
- 8.3.3 A candidate had to clear all the subjects of first year to be eligible to appear in the final year examination, university examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**8.4 Internal Examination:**

- 8.4.1 Two Internal assessment Examinations (Theory and Practical) shall be conducted in each year as applicable for the subject.
- 8.4.2 The Internal assessment examinations shall be conducted for Theory subjects. 40% of Internal assessment marks shall be allotted from best of two internal examinations 40% shall be on the basis of Day to Day Assessment based on Attendance, Seminars, Assignments, Ethical Practices/ Skills Remaining 20% weightage shall be for extracurricular activities & conduct of student at academic & clinical environment.
- 8.4.3 Best marks out of two internal examinations shall be considered for inclusion in the University examination
- 8.4.4 The Internal assessment marks shall be computed to determine the passing criteria in the University examination; the marks shall be added to the written exam.

**9. DIVISION AND MERIT LIST:**

The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual university examination

- 9.1 There shall be Divisions as follows:

**Distinction** 75% and above of grand total marks in First attempt

**First Division** >60% and <75% of grand total marks in First attempt

**Second Division** >50% and <60% of grand total marks in First attempt

**Distinction in individual subject** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt

- 9.2 The merit shall be declared by the University after the final year University examination, on the basis of the Aggregate marks of all academic years in

**10. GRACE MARKS:**

- 10.1 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

**11. ATTENDANCE:**

- 11.1 Candidates appearing as regular student for any annual examination are required to attend a minimum of 80% of the total Theory and the practical classes held separately in each subject of the course of the study or as per University Policy
- 11.2 The total lectures and practical shall be conducted as per the scheme and the syllabus

**12. CANCELLATION OF ADMISSION:**

- 12.1 The admission of a student at any stage of study shall be cancelled by the Vice-Chancellor based on recommendation of Head of the Institution, if He/ She is not found qualified as per the eligibility criteria prescribed by the university

OR

He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission

OR

He/She is found involved in serious breach of discipline

**13. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 21****DOCTOR OF MEDICINE (D.M.) AND MASTER OF CHIRURGIE (M.Ch.)  
(SUPER SPECIALITY COURSES)****GENERAL RULE**

These general rules are subject to alterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

**Doctor of -Medicine (D.M.)**

- |   |   |
|---|---|
| 18. Cardiology                                  | 21 Infectious Disease                   |
| 19. Clinical Haematology                        | 22. Virology                            |
| 20. Endocrinology                               | 23 Paediatric Oncology                  |
| 21. Medical Gastroenterology                    | 24 Geriatric Mental Health              |
| 22. Medical Genetics                            | 25 Hepatology                           |
| 23. Medical Oncology                            | 26 Paediatrics and Neonatal Anaesthesia |
| 24. Neonatology                                 | 27 Interventional Radiology             |
| 25. Nephrology                                  | 28 Clinical Immunology                  |
| 26. Neurology                                   | and Rheumatology                        |
| 27. Neuro-radiology                             | 29 Onco-Pathology                       |
| 28. Pulmonary Medicine                          |   |
| 29. Child & Adolescent Psychiatry               |   |
| 30. Paediatrics Gastroenterology                |   |
| 31. Paediatrics Cardiology                      |   |
| 32. Cardiac Anaesthesia                         |   |
| 33. Organ Transplant Anaesthesia& Critical care |   |
| 34. Critical Care Medicine                      |   |
| 35. PaediatricHepatology                        |   |
| 36. Neuro-Anaesthesia                           |   |
| 37. Paediatric Nephrology                       |   |

**Master of Chirurgie (M.Ch.)**

1. Cardio Vascular & Thoracic Surgery
2. Urology
3. Neuro-Surgery
4. Pediatric Surgery
5. Plastic & Reconstructive Surgery
6. Surgical Gastroenterology
7. Surgical Oncology
8. Endocrine Surgery
9. Gynecological Oncology
10. Vascular Surgery
11. Paediatric Cardio Thoracic Vascular Surgery
12. Hand Surgery
13. Head & Neck Surgery
14. Hepato-Pancreatico-Biliary Surgery
15. Reproductive Medicine & Surgery



**1. AIMS & OBJECTIVES****1.1 AIMS:**

The goal of D.M /M Ch medical education shall be to produce competent specialists, Researcher and/or Medical teachers.

- 1.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy
- 1.1.2 Who shall have mastered most of the competencies, pertaining to the super speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system;
- 1.1.3 Who shall be aware of the contemporary advances and developments in the discipline concerned,
- 1.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology; and
- 1.1.5 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals and who have gained ability and skills to conduct/spearhead clinical research.

**1.2 OBJECTIVES:**

At the end of the training in the discipline concerned the student shall be able to,

- 1.2.1 Recognize the importance to the concerned super speciality in the context of the health needs of the community and the national priorities in the health section.
- 1.2.2 Practice the super speciality concerned ethically and in step with the principles of primary health care
- 1.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned super speciality.
- 1.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies.
- 1.2.5 Diagnose and manage majority of the conditions in the superspeciality

concerned on the basis of clinical assessment, and appropriately selected and conducted investigations

- 1.2.6 Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the super speciality.
- 1.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.
- 1.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behaviour in accordance with the societal norms and expectations.
- 1.2.9 Play the assigned role in the implementation of national health programme, effectively and responsibly.
- 1.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation
- 1.2.11 Develop skills as a self-directed learner, recognize continuing education needs; select and use appropriate learning resources
- 1.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyse relevant published research literature.
- 1.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers
- 1.2.14 Function as an effective leader of a health team engaged in health care, research or training

### 1.3 STATEMENT OF THE COMPETENCIES:

Keeping in view the general objectives of D M./M Ch training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has to produce a statement to bring it to the notice of the trainees in the beginning of the programme so that he or she can direct the efforts towards the attainment of these competencies

**1.4 COMPONENTS OF THE D.M./M.Ch. CURRICULUM:**

The major components of the D.M /M.Ch curriculum shall be:

1.4.1 Theoretical knowledge

1.4.2 Practical and clinical skills

1.4.3 Writing Thesis / Research articles.

1.4.4 Attitudes including communication skills.

1.4.5 Training in research methodology, Medical Ethics and Medicolegal aspects

**2. COURSE STRUCTURE:****2.1 Training Period and Time Distribution:**

The period of training for obtaining the degrees (D M./M.Ch.) shall be three complete years including the period of examination.

**2.2 Timing of Examinations:**

The examinations shall be organised on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for DM & M.Ch shall be held at the end of 3 academic years (six academic terms). The academic terms shall mean six months training period.

**3. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:****3.1 Eligibility Criteria: Candidate for D M. / M Ch.**

- **D.M.:** Candidate seeking admission for D.M. courses in any subject must possess recognized degree of MD/DNB (or its equivalent recognized degree) in the subject specified in the regulations of the National Medical Commission (NMC) from time to time
- **M.Ch.:** Candidate seeking admission for M.Ch course in any subject must possess recognized degree of MS/DNB (or its equivalent recognized degree) in the subject specified in the regulations of the National Medical Commission (NMC) from time to time

S.No.	DNB SUPER SPECIALTY COURSE	PRIOR ENTRY QUALIFICATION
1	CARDIAC ANAESTHESIA	MD/DNB (ANAESTHESIA)
2	CARDIOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
		MD/DNB (RESPIRATORY MEDICINE)
3	CRITICAL CARE MEDICINE	MD/DNB (EMERGENCY MEDICINE)
		MD/DNB (GENERAL MEDICINE)
		MD/DNB (RESPIRATORY MEDICINE)
		MD/DNB (ANAESTHESIA)
		MD/DNB (PAEDIATRICS)
4	ENDOCRINOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
5	GASTROENTEROLOGY	MD/DNB (GENERAL MEDICINE)
6	GYNAECOLOGIC ONCOLOGY	MD/MS/DNB (OBSTT. & GYNAE.)
7	GENITO URINARY SURGERY (UROLOGY)	MS/DNB (GENERAL SURGERY)
8	MEDICAL GENETICS	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
		MD/MS/DNB (OBSTT. & GYNAE )
9	MEDICAL ONCOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (RADIOTHERAPY/RADIATION ONCOLOGY)
10	NEONATOLOGY	MD/DNB (PAEDIATRICS)
11	NEPHROLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
12	NEUROSURGERY	MS/DNB (GENERAL SURGERY)

13	NEUROLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
14	PAEDIATRIC CARDIOLOGY	MD/DNB (PAEDIATRICS)
15	PAEDIATRIC SURGERY	MS/DNB (GENERAL SURGERY)
16	VASCULAR SURGERY	MS/DNB (GENERAL SURGERY)
17	PLASTIC SURGERY	MS/DNB (GENERAL SURGERY)
18	SURGICAL GASTROENTEROLOGY	MS/DNB (GENERAL SURGERY)
19	SURGICAL ONCOLOGY	MS/DNB (GENERAL SURGERY)
20	THORACIC SURGERY	MS/DNB (GENERAL SURGERY)
21	CARDIOVASCULAR & THORACIC SURGERY	MS/DNB (GENERAL SURGERY)
22	RHEUMATOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
23	ENDOVASCULAR & INTERVENTIONAL RADIOLOGY	MD/DNB (RADIODIAGNOSIS)
24	HAEMATOLOGY	MD/DNB (GENERAL MEDICINE)
		MD/DNB (PAEDIATRICS)
		MD/DNB (BIOCHEMISTRY)
		MD/DNB (PATHOLOGY)
25	PAEDIATRIC INTENSIVE CARE	MD/DNB (PAEDIATRICS)
26	NEURO ANAESTHESIA & CRITICAL CARE	DNB/MD (ANESTHESIOLOGY)

**3.2 Procedure for selection of candidates for D.M./M.Ch. courses shall be as follows:**

- 3.2.1 There shall be a uniform entrance examination to all medical educational institutions at the Super Speciality level namely 'National Eligibility-cum-Entrance Test' for admission to D.M./M.Ch. courses in each academic year and shall be conducted under the overall supervision of the Ministry of Health & Family Welfare, Government of India
- 3.2.2 The "designated authority" to conduct the 'National Eligibility-cum-Entrance Test' shall be the National Test Agency (NTA) or any other body/organization so designated by the Ministry of Health and Family Welfare, Government of India
- 3.2.3 In order to be eligible for admission to D.M./M.Ch. Course for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50 percentile in the 'National Eligibility-Cum-Entrance Test for D.M./M.Ch. courses' held for the said academic year.
- 3.2.4 No candidate who has failed to obtain the minimum eligibility marks as prescribed in Sub-Clause (3.2.3) above shall be admitted to any D.M /M.Ch. courses in the said academic year.
- 3.2.5 The University and other authorities concerned shall organize admission process in such a way that teaching in super specialty course will start after completion of Admission process as amended time to time by DGHS or competent authority

**Time Schedule of completion of Admission Process for Super Speciality Medical Courses:**

S. No.	Schedule of Admission	Super Speciality
1	Conduct of Entrance Examination	<b>Schedule will be followed as</b>
2.	Declaration of the result of the Qualifying Exam/Entrance Exam	

3	1 <sup>st</sup> round of counseling admission	<b>prescribed by NMC/Government from time to time</b>
4	Last date of joining the allotted college and the course	
5	2 <sup>nd</sup> round of counseling/admission	
6	Last date of joining for the 2 <sup>nd</sup> round of counseling/admission	
7	Commencement of academic session/term	
8	Last date up to which students can be admitted/joined against vacancies arising due to any reason	

**Note**

- Last date for admission in Institute/ college/ courses will be based on guidelines issued by competent authority or MCC/DGHS, Government of India

3.2.6 No authority / institution shall admit any candidate to any D.M / M Ch. medicine course in contravention of the criteria / procedure as laid down by these Regulations and / or in violation of the judgements passed by the Hon'ble Supreme Court in respect of admissions. Any candidate admitted in contravention / violation of aforesaid shall be discharged by the Council forthwith. The authority / institution which grants admission to any student in contravention / violation of the Regulations and / or the judgements passed by the Hon'ble Supreme Court, shall also be liable to face such action as may be prescribed by the Council, including surrender of seats equivalent to the extent of such admission made from its sanctioned intake capacity for the succeeding academic year / years.

**3.3 COMMON COUNSELING:**

3.3.1 There shall be a common counseling for admission to all Super Speciality Courses (D M / M Ch ) in all Medical Educational Institutions on the basis

of merit list of the National Eligibility-cum-Entrance Test

- 3.3.2 The Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India Further, the Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India shall conduct counseling for courses D M /M Ch in Medical Educational Institutions of the Central Government, Universities established by an Act of Parliament and the Deemed Universities Furthermore, the Directorate General of Health Services shall conduct the counseling for all Super Speciality courses (D M. / M Ch ) in Medical Educational Institute of the Central Government, Medical Educational Institutions of the State Government, Deemed Universities, Universities established by an Act of State/Union Territory Legislature, Medical Educational Institution established by Municipal Bodies, Trust, Society, Company or Minority Institutions"

#### 4. MIGRATION

Migration/transfer of students undergoing any Super Speciality course shall not be permitted by any University or any authority.

#### 5. COMMENCEMENT OF COURSE:

Commencement of course after completion of whole admission process as amended from time to time by the competent Authority

#### 6. ATTENDANCE, PROGRESS AND CONDUCT:

- 6.1 A candidate pursuing degree course should work in the concerned department of the institution for the full period as a full time student. No candidate is permitted to run a clinic/ laboratory/ nursing home while studying D M /M Ch course.
- 6.2 Each year shall be taken as a unit for the purpose of calculating attendance.
- 6.3 Every student shall attend symposia, seminars, conferences, journal review meetings, grand rounds, CPC, case presentation, clinics and lectures during each



year as prescribed by the department and not absent himself / herself from work without valid reasons

- 6.4 Every candidate is required to attend a minimum of 80% of the training during each academic year of the Super Speciality (D M /M Ch.) course or as per University Policy. Provided further that leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% attendance of training period every year. (Leave rules for The DM/MCh The trainees will be entitled to 12 days casual leaves and 5 days medical leaves/ academic year). Similarly, the matter of grant of leave to students shall be regulated as per respective University / State Government rules
- 6.5 Any student who fails to complete the course in the manner stated above shall not be permitted to appear for the University Examinations.

#### **7. METHOD OF TRAINING:**

- 7.1 The training given with due care to the Super Speciality (D.M /M.Ch.) students in the recognized institutions for the award of various Post Graduate medical degrees/diplomas shall determine the expertise of the specialist medical teachers produced as a result of the educational program during the period of stay in the institution.
- 7.2 Every institution undertaking Super-speciality training program shall set up an academic cell or a curriculum committee, under the chairmanship of a senior faculty member, which shall work out the details of the training program in each specialty in consultation with other department faculty staff and also coordinate and monitor the implementation of these training programs
- 7.3 The training program shall be updated as and when required. The structured training program shall be strictly followed, to enable the examiners to determine the training undergone by the candidates and the NMC inspectors to assess the same at the time of inspection.
- 7.4 Students shall maintain a record (log) book of the work carried out by them and the training program undergone during the period of training including details of

surgical operations assisted or done independently (for M Ch candidates).

- 7.5 The record books shall be checked and assessed by the faculty members imparting the training.
- 7.6 During the training for degree to be awarded in clinical disciplines, there shall be proper training in basic medical sciences related to the disciplines concerned; during the training for the degree to be awarded in basic medical sciences, there shall be training in applied aspects of the subject; and there shall be training in allied subjects related to the disciplines concerned. In all Super-speciality training programs, both clinical and basic medical sciences, emphasis is to be laid on preventive and social aspects and emergency care. Facilities for autopsies, biopsies, cytopsies, endoscopic and imaging etc., also be made available for training purposes.
- 7.7 The DM/M.Ch students shall be required to participate in the teaching, paramedics, technicians and training program of undergraduate students and interns.
- 7.8 Training in medical audit, management, health economics, health information system, basics of statistics, exposure to human behaviour studies, knowledge of pharmaco-economics and introduction to non-linear mathematics shall be imparted to the super-speciality students.
- 7.9 Implementation of training programs for the award of degree shall include the following: -

**Doctor of Medicine (D.M.)/ Master of Chirurgie (M.Ch.)-**

The training program shall be on the same pattern as for M.D./M.S in clinical disciplines, practical training including advanced diagnostic, therapeutic and laboratory techniques, relevant to the subject of specialization. For M.Ch. candidates, there shall be participation in surgical operations

**PERIOD OF TRAINING:** The period of training for obtaining these degree shall be three completed years including the examination period after obtaining MD/MS degree or equivalent recognized qualification in the required subject

**8. PERIODIC TESTS:**

The students will be regularly assessed on their academic growth, bed side/operative skills, critical thinking, leadership quality by the guide/ mentor. The results of the same shall be entered in the students log-book on quarterly basis.

**9. MONITORING LEARNING PROGRESS:**

It is essential to monitor the learning progress of each candidate through continuous appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring should be done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment be done using checklists that assess various aspects.

The learning out comes to be assessed should include.

- (1) Personal Attitudes,
- (2) Acquisition of Knowledge,
- (3) Clinical and operative skills,
- (4) Teaching skills and
- (5) Research Paper

**9.1 Personal Attitudes. The essential items are:**

- Caring attitudes
- Initiative
- Organizational ability
- Potential to cope with stressful situations and undertake responsibility
- Trust worthiness and reliability
- To understand and communicate intelligibly with patients and others
- To behave in a manner which establishes professional relationships with patients and colleagues
- Ability to work in team
- A critical enquiring approach to the acquisition of knowledge

The methods used mainly consist of observation. It is appreciated that these items require a degree of subjective assessment by the guide, supervisors and peers.

**9.2 Acquisition of Knowledge:** The methods used comprise of 'Log Book' which records participation in various teaching / learning activities by the students. The number of activities attended and the number in which presentations are made are to be recorded. The log book should periodically be validated by the supervisors. Some of the activities are listed. The list is not complete. Institutions may include additional activities, if so, desired.

- **Journal Review Meeting (Journal Club).** The ability to do literature search, in depth study, presentation skills, and use of audio- visual aids are to be assessed. The assessment is made by faculty members and peers attending the meeting using a checklist.
- **Seminars / Symposia:** The topics should be assigned to the student well in advance to facilitate in depth study. The ability to do literature search, in depth study, presentation skills and use of audio- visual aids are to be assessed using a checklist.
- **Clinico-pathological conferences/meetings** This should be a multidisciplinary case study of an interesting case to train the candidate to solve diagnostic and therapeutic problems by using an analytical approach. The presenter(s) are to be assessed using a check list similar to that used for seminar.
- **Medical Audit** Periodic morbidity and mortality meeting be held. Attendance and participation in these must be insisted upon. This may not be included in assessment.

**9.3 Teaching skills:** Candidates should be encouraged to teach undergraduate medical students and paramedical students, if any. This performance should be based on assessment by the faculty members of the department and from feedback from the undergraduate students.

**10. SCHEME OF EXAMINATION AND PASSING HEADS:**

- 10.1 University shall conduct examination at the end of three academic years for D.M., M.Ch Courses. University shall conduct not more than two examinations in a year, with an interval of not less than four and not more than six months between the two examinations.
- 10.2 D.M. /M.Ch examination in any subject shall consist of theory, practical/clinical and oral examination
- 10.3 **Passing head and standard of Passing: -**  
There will be two heads of passing. -
- 10.3.1 Four papers of theory shall form one head of passing
- 10.3.2 Clinical, oral, and practical taken together shall form the second head of Passing
- 10.3.3 A candidate must pass in both the heads that is the whole examination at one and in the same attempt. A candidate passing in one head and failing to pass in the other head will be declared fail and shall not be entitled to any exemption in the subsequent attempt
- 10.4 **To pass a candidate must obtain:**
- 10.4.1 Obtaining a minimum of 40% marks in each theory paper and not less than 50% cumulatively in all the four papers for degree examinations
- 10.4.2 Obtaining of 50% marks in Practical examination shall be mandatory for passing the examination as a whole in the said degree examination as the case may be.
- 10.4.3 Fifty percent of the total marks in clinical, oral and practical taken together.
- 10.5 **Declaration of distinction:** A successful candidate passing the University examination in first attempt will be declared to have passed the examination with distinction, if the grand total aggregate Marks is 75 percent and above. Distinction will not be awarded for candidates passing the examination in more than one attempt

**11. SCHEME OF THEORY EXAMINATION:**

11.1 There shall be four theory papers at D.M. /M.Ch examination of 100 marks each.

11.2 Each Paper shall be of 3 hours duration

One paper out of three shall be on 'Basic Medical Sciences' and another paper on 'Recent advances'

**Pattern of Question Paper for D.M. / M.Ch. as given below:**

Q. No.	Nature of Questions	Division of Marks	Total Marks
1.	Long Answer Question	2 X 20	40 Marks
2.	6 Short Answer Questions	6 X 10	60 Marks
<ul style="list-style-type: none"> <li>• Their shall be Three Long answer Questions where the candidate has to attempt any Two out of Three</li> <li>• Their shall be Eight Short answer Questions where the candidate has to attempt any Six out of Eight</li> </ul>			

**PAPER WISE DISTRIBUTION AS GIVEN BELOW:**

**D.M. / M.Ch. (Super Speciality)**

S. No.	Course Title	Paper No.
1	D M / M Ch	Paper -1
		Paper -2
		Paper -3
		Paper -4

**12. SCHEME OF PRACTICAL EXAMINATION:**

12.1 Clinical examination for the subjects in clinical sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a specialist/teacher, for which candidate shall examine a

minimum one long case and two short cases.

12.2 Practical examination for the subjects in Basic Medical Sciences shall be conducted to test the knowledge and competence of the candidate for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subjects.

12.3 The oral examination shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the Speciality, which form a part of the examination

12.4 The maximum number of candidates to be examined in clinical/Practical and viva on any day shall not exceed 3 for D M./M.Ch examination.

12.5 There will be 400 marks for the Practical/ Clinical Examination.

All the 4 Examiners will sit together to examine the candidate for long cases. At least one internal & one external examiner would assess the candidate for short cases. All 4 examiners will conduct viva voce.

### 13. **GUIDELINES FOR APPOINTMENT OF EXAMINERS:**

13.1 No person shall be appointed as an examiner in any subject unless he fulfills the minimum requirements for recognition as a post Graduate teacher as laid down by the NMC and has teaching experience of 8 (Eight) years as a Professor/Asst. Professor out of which he has not less than 5 (Five) Years teaching experience after obtaining Post Graduate degree For external examiners, he should have minimum three years experience of examiner ship for Post Graduate degree in the concerned subject Out of internal examiners, one examiner shall be Professor and Head of Department or Head of Department.

13.2 There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfils the condition laid down in clause – 13.1 above shall ordinarily be invited from another recognized medical college, preferably from outside the State

- 13.3 An external examiner may be ordinarily appointed for not more than three years consecutively. Thereafter he may be reappointed after an interval of two years
  - 13.4 The same set of examiners shall ordinarily be responsible for the Practical or part Vice-voce of examination
  - 13.5 The Head of the department of the institution concerned shall ordinarily be one of the internal examiners and second internal examiner shall rotate after every two year
  - 13.6 A separate set of examiner will be appointed for theory paper setting.
  - 13.7 A separate set of examiner will be appointed for theory valuation.
14. A Student of D M /M Ch. would be required to do two research projects. The results of the same must be published in a NMC approved and indexed scientific journal/ or results of one of them should be presented at a national/international conference and that of the other must accepted published/sent for publication in a NMC approved index journal "

**GUIDE:**

The academic qualification and teaching experience required for recognition by this University as a guide for dissertation work is as per NMC. Teachers in a medical college/institution having a total of eight years teaching experience out of which at least five years teaching experience as lecturer or Assistant Professor gained after obtaining D M./M Ch teachers

A Co-guide may be included provided the work requires substantial contribution from a sister department or from another medical institution recognized for teaching/training by NMC. The Co guide shall be a recognized postgraduate teacher.

**CHANGE OF GUIDE:**

In the event of a registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the University



**15. CANCELLATION OF ADMISSION:**

15 1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

15.1.1 He / She is found to have produced false / forged documents or found to have used unfair means to secure admission.

15 1 2 He / She is found to be involved in serious breach of discipline in the institution or the University camp.

**16. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 22****BACHELOR OF DENTAL SURGERY (B.D.S.)****1. GOALS OF EDUCATION AND TRAINING:**

The Dental curriculum shall be oriented towards educating students of B.D.S. Course to:

- 1.1 The dental graduates during training in the institutions should acquire adequate knowledge, necessary skills and such attitudes which are required for carrying out all the activities appropriate to general dental practice involving the prevention, diagnosis and treatment of anomalies and diseases of the teeth, mouth, jaws and associated tissues.
- 1.2 The graduate should also understand the concept of community oral health education and be able to participate in the rural health care delivery programmes existing in the country
- 1.3 Take up the responsibilities of dental surgeon of first contact and be capable of functioning independently in both urban and rural environment.
- 1.4 Provide educational experience that allows hands-on-experience both in hospital as well as in community setting
- 1.5 Make maximum efforts to encourage integrated teaching and de-emphasize compartmentalisation of disciplines so as to achieve horizontal and vertical integration in different phases.
- 1.6 Offer educational experience that emphasizes health rather than only disease. Teach common problems of health and disease and to the national programmes.
- 1.7 Use learner oriented methods, which would encourage clarity of expression, independence of judgement, scientific habits, problem solving abilities, self-initiated and self-directed learning.
- 1.8 Use of active methods of learning such as group discussions, seminars, role play, field visits, demonstrations, peer interactions etc , which would enable students to develop personality, communication skills and other qualities which are necessary
- 1.9 Regular periodic assessment be done throughout the course. Examinations be

designed with a view to assess not merely the "knowledge" but also practical and clinical skills, habits and values which are necessary for a graduate to carry out professional day to day work competently

- 1.10 Establish a Dental Education Unit for faculty development, preparation of learning resource materials and for improving evaluation methods

## 2. **OBJECTIVES:**

The objectives are dealt under three headings namely (2.1) knowledge and understanding (2.2) skills and (2.3) attitudes.

- 2.1 **Knowledge and understanding:** The graduate shall acquire the following during the period of training.

2.1.1 Adequate knowledge of the scientific foundations on which dentistry is based and good understanding of various relevant scientific methods, principles of biological functions and shall be able to evaluate and analyse scientifically established facts and data.

2.1.2 Adequate knowledge of the development, structure and function of the teeth, mouth and jaws and associated tissues both in health and disease and their relationship and effect on general-state of health and also the bearing on physical and social well-being of the patient.

2.1.3 Adequate knowledge of clinical disciplines and methods, which provide a coherent picture of anomalies, lesions and diseases of the teeth, mouth and jaws and preventive, diagnostic and therapeutic aspects of dentistry. Adequate clinical experience required for general dental practice.

2.1.4 Adequate clinical experience required for general dental practice.

2.1.5 Adequate knowledge of constitution, biological function and behaviour of persons in health and sickness as well as the influence of the natural and social environment on the state of health so far as it affects dentistry.

- 2.2 **Skills:** A graduate shall be able to demonstrate the following skills necessary for practice of dentistry.

2.2.1 Able to diagnose and manage various common dental problems encountered in general dental practice, keeping in mind the expectations

and the right of the society to receive the best possible treatment available wherever possible.

2.2.2 Acquire skill to prevent and manage complications if encountered while carrying out various dental surgical and other procedures.

2.2.3 Possess skill to carry out required investigative procedures and ability to interpret laboratory findings

2.2.4 Promote oral health and help to prevent oral diseases wherever possible.

2.2.5 Competent in control of pain and anxiety during dental treatment.

2.3 **Attitude:** A graduate shall develop during the training period the following attitudes.

2.3.1 Willing to apply current knowledge of dentistry in the best interest of the patients and the community

2.3.2 Maintain a high standard of professional ethics and conduct and apply these in all aspects of professional life.

2.3.3 Seek to improve awareness and provide possible solutions for oral health problems and needs throughout the community.

2.3.4 Willingness to participate in the continuing education programmes to update knowledge and professional skills from time to time.

2.3.5 To help and to participate in the implementation of national health programmes.

### 3. **COURSE STRUCTURE:**

3.1 **Infrastructure:** The Infrastructure like staff, equipment, Instruments, Material, Books and Journals, space and clinical material shall be as per the stipulations of Dental Council of India from time to time

3.2 **Academic Qualification for Admission:**

3.2.1 **Eligibility Criteria:**

3.2.1.1 He/She shall complete the age of 17 years on or before 31st December, of the year of admission to the BDS course.

3.2.1.2 In order to be eligible to take National Eligibility-cum-Entrance Test he/she should have passed qualifying examination as under:-

- The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10 + 2 Higher Secondary Examination after a period of 12 years study, the last, two years of study comprising of Physics, Chemistry, Biology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council of Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education;

**Note:** Where the course content is not as prescribed or 10+2 education structure of the National Committee, the candidates will have to undergo a "period of one year pre-professional training" before admission to the dental colleges;

OR

- The intermediate examination in science of an Indian University/ Board or other recognized examining body with Physics, Chemistry and Biology which shall include a practical test in these subjects and also English as a compulsory subject.

OR

- The pre-professional/ Pre-medical examination with Physics, Chemistry and Biology, after passing either the higher secondary school examination, or the pre-university or an equivalent examination The pre-professional/ Pre-medical examination shall include a practical test in physics, Chemistry and Biology and also English as compulsory subject;

OR

- The first year of three year degree course of a recognized university, with physics, Chemistry and Biology including a practical test in three subjects provided the examination is a "University Examination" and candidate has passed 10+2 with

English at a level not less than a core courses

OR

- B.Sc. examination of an Indian University, provided that he/she has passed the B Sc examination with not less than two of the following subjects Physics, Chemistry, Biology (Botany, Zoology) and further he/she has passed the earlier qualifying examination with the following subjects-Physics, Chemistry, Biology and English.

OR

- Any other examination which, in scope and standard is found to be equivalent to the intermediate sciences examination of an Indian University/ Board, taking Physics, Chemistry and Biology including practical test in each of these subjects and English.
- 3% seats of the annual sanctioned intake capacity shall be filled-up by candidates with locomotory disability of lower limbs between 50% to 70%.

Provided that in case any seat in this quota remains unfilled on account of unavailability of candidates with locomotory disability of lower limbs between 50% to 70%, then any such unfilled seats in this 3% quota shall be filled-up by candidates with locomotory disability of lower limbs between 40% to 50% before they are included in the annual sanctioned seats for General Category Candidates

- All the academic qualification for admission will be finally guided and governed by Apex body council.

#### **4. CRITERIA FOR SELECTION OF STUDENTS:**

- 4.1 The selection of students to dental college shall be based solely on merit of the candidate and for determination of the merit, the following criteria be adopted uniformly throughout the country

4.1.1 There shall be a single eligibility-cum-entrance examination namely "National Eligibility-cum Entrance Test for admission to BDS course" in each academic year"

4.1.2 In order to be eligible for admission to BDS Course for a particular academic year, it shall be necessary for a candidate to obtain minimum of marks of 50th percentile in 'National Eligibility cum-Entrance Test to BDS course' held for the said academic year. However, in respect of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, the minimum marks shall be at 40th percentile. In respect of candidates with locomotory disability of lower amendments, the minimum marks shall be at 45th percentile. The percentile shall be determined on the basis of highest marks secured in the All-India common merit list in "National Eligibility-cum-Entrance Test for admission to BDS course."

Provided when sufficient number of candidates in the respective categories fail to secure minimum marks as prescribed in National Eligibility-cum-Entrance Test held for any academic year for admission to BDS Course, the Central Government in consultation with Dental Council of India may at its discretion lower the minimum marks required for admission to BDS Course for candidates belonging to respective categories and marks so lowered by the Central Government shall be applicable for the said academic year only.

4.1.3 The reservation of seats in dental colleges for respective categories shall be as per applicable Law prevailing in States/Union Territories. An all India merit list as well as State-wise merit list of the eligible candidates shall be prepared on the basis of the marks obtained in National Eligibility cum-Entrance Test and candidates shall be admitted to BDS course from the said lists only.

4.1.4 No Candidate who has failed to obtain the minimum eligibility marks as prescribed in Clause (4.1.2) above shall be admitted to BDS course in the said academic year.

- 4.1.5 All admissions to BDS course within the respective categories shall be based solely on marks obtained in the National Eligibility-cum-Entrance Test
- 4.1.6 To be eligible for admission to BDS Course, a candidate must have passed in the subjects of Physics, Chemistry, Biology/Biotechnology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry and Biology/Biotechnology at the qualifying examination as mentioned in Sub-regulation 2 of Regulation 1 and in addition must have come in the merit list of "National Eligibility-cum-Entrance Test" for admission to BDS course. In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or other Backward Classes the minimum marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination shall be 40% instead of 50%. In respect of candidates with locomotory disability of lower limbs in terms of sub-regulation 4, after the commencement of these amendments, of Regulation 1 above, the minimum marks in qualifying examination in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination shall be 45% instead of 50%. Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he/she may be provisionally permitted to take up the National Eligibility-cum-Entrance Test and in case of selection for admission to the BDS course, he/she shall not be admitted to that course until he fulfills the eligibility criteria under Regulation 1.
- 4.1.7 The Central Board of Secondary Education or any agency assigned by government shall be the organization to conduct National Eligibility cum-Entrance Test for admission to BDS course or any designated agency as described by statutory body
- 4.2 **Duration of the Course:** The undergraduate dental programme leading to BDS Degree shall be of 4 (four) Academic years with 240 teaching days in each academic year, plus one year paid rotating Internship in a dental college. Every



candidate will be required, after passing the final BDS Examination to undergo one year paid rotating internship in a dental college. The detailed curriculum of Dental Internship Programme is annexed as Annexure-A. The internship shall be compulsory and BDS Degree shall be granted after completion of one year paid Internship.

#### **5. MIGRATION:**

- 5.1 Migration from one dental college to other is not a right of a student. However, migration of students from one dental college to another dental college in India may be considered by the Dental Council of India. Only in exceptional cases on extreme compassionate ground\*, provided following criteria are fulfilled. Routine migrations on other ground shall not be allowed.
- 5.2 Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognised by the Dental Council of India.
- 5.3 The applicant candidate should have passed first professional BDS examination.
- 5.4 The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Dental Surgery (BDS) examination.
- 5.5 The applicant candidate must submit an affidavit stating that he/she will pursue 240 days of prescribed study before appearing at IInd professional Bachelor of Dental Surgery (BDS) examination at the transferee dental college, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.

#### **Note 1 :**

- Migration is permitted only in the beginning of IInd year BDS Course in recognized Institution.
- All applications for migration shall be referred to Dental Council of India by college authorities. No Institution/University shall allow migrations directly without the prior approval of the Council.
- Council reserved the right, not to entertain any application which is not

under the prescribed compassionate grounds and also to take independent decisions where applicant has been allowed to migrate without referring the same to the Council.

**Note 2: \*Compassionate ground criteria**

- Death of supporting guardian
- Disturbed conditions as declared by Government in the Dental College area.

**6. ATTENDANCE REQUIREMENT, PROGRESS AND CONDUCT:**

- 6.1 Considering the Programme work load, students are advised to attend all classes conducted during a year i.e., 100% of attendance is desirable. The student is expected to attend at least 75% of the classes in each of the courses in a given year or as per University Policy.
- 6.2 A shortfall in attendance, may be condoned by the Vice-Chancellor under special circumstances like medical emergencies, participation in sports, cultural activities, seminars, workshops and paper presentation etc. At the State and National or International level representing the University and on recommendation of the concerned HOD and intimation to his/her Proctor. This condonation will be as per discussed in different ordinances mentioned elsewhere.
- 6.3 The basis for calculation of attendance shall be the period prescribed by the University in its annual calendar of events.
- 6.4 For the first year student's attendance is computed from the date of registration of the programme.
- 6.5 If a student does not fulfill the attendance requirements in any course he/she is not permitted to attend the Year end examination in that course.
- 6.6 In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 70%. However, at the time of appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (6.1) above

**7. SUBJECTS OF STUDY:****7.1 First Year**

- 7.1.1 General Human Anatomy including embryology and histology.
- 7.1.2 General human physiology and biochemistry, Nutrition and Dietetics.
- 7.1.3 Dental Anatomy, Embryology and Oral Histology.
- 7.1.4 Dental Materials.
- 7.1.5 Pre-clinical Prosthodontics and Crown & Bridge.

**7.2 Second Year**

- 7.2.1 General pathology and Microbiology.
- 7.2.2 General and Dental pharmacology and therapeutics.
- 7.2.3 Dental Materials.
- 7.2.4 Pre-Clinical Conservative Dentistry.
- 7.2.5 Pre-Clinical Prosthodontics and Crown & Bridge.
- 7.2.6 Oral Pathology & Oral Microbiology.

**7.3 Third Year**

- 7.3.1 General Medicine.
- 7.3.2 General Surgery
- 7.3.3 Oral Pathology and Oral Microbiology
- 7.3.4 Conservative Dentistry and Endodontics.
- 7.3.5 Oral & Maxillofacial Surgery
- 7.3.6 Oral Medicine and Radiology.
- 7.3.7 Orthodontics & Dentofacial Orthopaedics.
- 7.3.8 Paediatric & Preventive Dentistry
- 7.3.9 Periodontology.
- 7.3.10 Prosthodontics and Crown & Bridge.

**7.4 Fourth Year**

- 7.4.1 Oral Medicine and radiology
- 7.4.2 Public Health Dentistry
- 7.4.3 Orthodontics & dentofacial orthopaedics.
- 7.4.4 Periodontology
- 7.4.5 Prosthodontics and Crown & Bridge

7.4.6 Conservative Dentistry and Endodontics.

7.4.7 Oral and Maxillofacial Surgery.

7.4.8 Paediatric & Preventive Dentistry.

## 8. EXAMINATIONS:

8.1 Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme

8.2 Evaluation is achieved by two processes.

8.2.1 Formative or internal assessment. Formative evaluation is done through a series of tests and examinations conducted periodically by the institution.

8.2.2 Summative or university examinations Summative evaluation is done by the university through examination conducted at the end of the specified course.

### 8.3 **Methods of evaluation:**

Evaluation may be achieved by the following tested methods:

8.3.1 Written test

8.3.2 Practicals/ Clinical examination.

8.3.3 Viva voce

### 8.4 **Internal assessment examination:**

8.4.1 Minimum of 3 periodical internal assessment examination shall be conducted in each subject. If the teaching of subject is spread over in two years, at least one examination shall be conducted in first year of teaching. 10% of the total marks in each subject for both theory, practical and clinical examination separately should be set aside for the internal assessment examinations.

8.4.2 Average marks of three examinations shall be computed for the University examinations

8.4.3 The Internal assessment examinations shall be conducted in proper manner on the dates announced in the examination schedule prepared at

Institution level.

- 8.4.4 If repeater students desire for up gradation of their internal assessment marks, they shall appear again in one internal examination held during next six months. The new marks may be considered for University examinations.

**8.5 SCHEME OF EXAMINATION:**

- 8.5.1 The scheme of examination for B.D.S. Course shall be divided into 1<sup>st</sup> B.D.S. professional examination at the end of the first academic year, 2<sup>nd</sup> B.D.S. professional examination at the end of second year, 3<sup>rd</sup> B.D.S. professional examination at the end of third, 4<sup>th</sup> BDS examination at the end of 4<sup>th</sup> year.
- 8.5.2 There shall be two examinations in each academic year (Regular & Supplementary).
- 8.5.3 The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules as laid down by the University.
- 8.5.4 Any candidate who fails in one subject in an examination is permitted to go to the next higher class and appears for the said failed subject and complete it successfully before he is permitted to appear for the next higher examination.

**8.6 WRITTEN EXAMINATION:**

- 8.6.1 The written examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70.
- 8.6.2 In the subjects of Physiology & Biochemistry and Pathology & Microbiology each paper will be divided into two parts, A and B of equal marks.
- 8.6.3 The question paper should contain different types of questions like essay, short answer and objective type / M.C.Q's
- 8.6.4 The nature of questions set, should be aimed to evaluate students of different standards ranging from average to excellent.
- 8.6.5 The questions should cover as broad an area of the content of the course

The essay questions should be properly structured and the marks specifically allotted.

8.6.6 The University may set up a question bank.

**8.7 PRACTICAL AND CLINICAL EXAMINATION:**

- 8.7.1 **Objective Structured Clinical Evaluation:** The present system of conducting practical and clinical examination at several universities provide chance for unrealistic proportions of luck. Only a particular clinical procedure or experiment is usually given for the examination. The clinical and practical examination should provide a number of chances for the candidate to express one's skills. A number of examination stations with specific instructions to be provided. This can include clinical procedures, laboratory experiments, spotters etc. Evaluation must be made objective and structured. The method of objective structured clinical examinations should be followed. This will avoid examiner bias because both the examiner and the examinee are given specific instructions on what is to be observed at each station.
- 8.7.2 **Records/ Log Books** The candidate should be given credit for his records based on the scores obtained in the record. The marks obtained for the record in the first appearance can be carried over to the subsequent appearances if necessary
- 8.7.3 **Scheme of clinical and practical examinations.** The specific scheme of clinical and practical examinations, the type of clinical procedures/ experiments to be performed and marks allotted for each are to be discussed and finalized by the Chairman and other examiners and it is to be published prior to the conduct of the examinations along with the publication of the time table for the practical examinations. This scheme should be brought to the notice of the external examiner as and when the examiner reports. The practical and clinical examinations should be evaluated by two examiners of which one shall be an external examiner appointed from other universities preferably outside the State. Each candidate should be evaluated by each examiner independently and

marks computed at the end of the examination

- 8.7.4 Viva Voce: Viva voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student. An assessment related to the affective domain is also possible through viva voce. It is desirable to conduct the viva voce independently by each examiner. In order to avoid vagueness and to maintain uniformity of standard and coverage, questions can be pre-formulated before administering them to each student. Twenty marks are exclusively allotted for viva voce and that can be divided equally amongst the examiners, i.e., 10 marks per examiner.

#### MARKS DISTRIBUTION IN EACH SUBJECT:

Each subject shall have a maximum of 200 marks.

Theory	100
Practical/ Clinical	100

#### Theory – 100

University written exam	70
Viva Voce	20
Internal assessment (Written)	10
<b>Total</b>	<b>100</b>

#### Practicals/ Clinicals – 100

University Exam	90
Internal assessment (Written)	10
<b>Total</b>	<b>100</b>

#### Practical and Viva Voce Only in University Examination

Pre-clinical Prosthodontics

Pre-clinical Conservative Dentistry

Internal Assessment	-	20
Practical	-	60
Viva Voce	-	20
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		<b>100</b>
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**8.8 Criteria for a Pass:**

Fifty percent of the total marks in any subject computed as aggregate for theory, i.e., written, viva voce and internal assessment and practicals including internal assessment, separately is essential for a pass in all years of study.

For declaration of pass in a subject, a candidate shall secure 50% marks in the University examination both in Theory and Practical/ Clinical examinations separately, as stipulated below:

8.8.1 A candidate shall secure 50% marks in aggregate in University theory including Viva Voce and Internal assessment obtained in University written examination combined together.

8.8.2 In the University Practical/ clinical examination, a candidate shall secure 50% of University practical marks and Internal Assessment combined together.

8.8.3 In case of pre-clinical Prosthetic Dentistry and Pre clinical conservative dentistry in II BDS, where there is no written examination, minimum for pass is 50% of marks in Practical and Viva voce combined together in University examination including Internal Assessment i.e. 50/100 marks

8.8.4 Successful candidates who obtain 65% of the total marks or more shall be declared to have passed the examination in First Class. Other successful candidates will be placed in Second Class. A candidate who obtains 75% and above is eligible for Distinction. Only those candidates who pass the whole examination in the first attempt will be eligible for distinction or class.

8.8.5 First Class and Distinction etc. to be awarded by the University as per their respective rules.

8.9 **Grace Marks.** Grace marks may be awarded to students who have failed only in one subject but passed in all other subjects as per University Policy.

8.10 **Re-evaluation.** The objective of re-evaluation is to ensure that the student receives a fair evaluation in the university examination and to minimize human error and extenuating circumstances. There shall be two mechanisms for this



purpose.

**8.10.1 Re-totaling:** The University on application and remittance of a stipulated fee to be prescribed by the university, shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/ papers for theory of all subjects for which the candidate has appeared in the university examination. Any error in addition of the marks awarded if identified should be suitably rectified.

**8.10.2 Re-evaluation:** Re-evaluation of theory papers in all years of study of the BDS course may be permissible by the university on application and remittance of a prescribed fee. Such answer script shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result accordingly reconsidered. However in those universities where double evaluation provision exists, this provision of re-evaluation will not be applicable.

**8.11 Qualification and experience to be eligible for examinership for BDS examination:**

**8.11.1 M.D.S. Degree** from a recognized Institution

**8.11.2 4 years teaching experience** in the subject in a dental college after MDS.

**8.11.3 Should be holding the post of a Reader or above** in a Dental Institution approved/recognised by the Dental Council of India for B D S

**Note:**

- In case of Physiology and Biochemistry if Internal examiner is from Physiology, External examiner should be from Biochemistry or vice versa.
- In case of Pathology and Microbiology if Internal is examiner is from Pathology, External examiner should be from Microbiology or vice versa.
- In case of Dental Materials, if internal is from Prosthodontics, external should be from Conservative Dentistry and vice versa.

50% of Examiners appointed shall be external from Dental Institutions approved/recognised by the Dental Council of India for B.D.S Course, from other University, preferably from outside the State.

## 8.12 MINIMUM WORKING HOURS FOR EACH SUBJECT OF STUDY (B.D.S COURSE)

## I B.D.S

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
General Human Anatomy Including Embryology, Osteology and Histology	100	175		275
General Human Physiology	120	60		180
Biochemistry	70	60		130
Dental Anatomy Embryology, and Oral Histology	105	250		355
Dental Materials	20	40		60
Pre-clinical Prosthodontics & Crown & Bridge	-	100		100
<b>Total</b>	<b>415</b>	<b>685</b>		<b>1100</b>

## II B.D.S

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
General & Dental Pharmacology and therapeutics	70	20		90
General Pathology	55	55		110
Microbiology	65	50		115
Dental Materials	60	200		260
Oral Pathology and Oral Microbiology	25	50		75
Pre Clinical Prosthodontics & Crown & Bridge	25	200		225
Pre Clinical Conservative Dentistry	25	200		225
<b>Total</b>	<b>325</b>	<b>775</b>		<b>1100</b>

## III B.D.S

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
General Medicine	60		90	150
General Surgery	60		90	150
Oral Pathology and Oral Microbiology	120	80		200
Oral Medicine and Radiology	20	-	70	90
Paediatric and Preventive Dentistry	20	-	70	90
Orthodontics & Dentofacial Orthopaedics	20	-	70	90
Periodontology	30	-	70	100
Oral & Maxillofacial Surgery.	30	-	70	100
Conservative Dentistry & Endodontics.	30	-	70	100
Prosthodontics and Crown & Bridge	30	-	70	100
<b>Total</b>	<b>410</b>	<b>80</b>	<b>750</b>	<b>1240</b>

## IV B.D.S

Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
Prosthodontics and Crown & Bridge	80		300	380
Oral Medicine and Radiology	45		100	145
Periodontology	50		100	150
Public Health Dentistry	60		200	260
Conservative Dentistry & Endodontics	80		300	380
Oral and Maxillofacial Surgery	50		200	250
Orthodontics & Dentofacial Orthopaedics	30		100	130
Paediatric and Preventive Dentistry	45		100	145
<b>Total</b>	<b>440</b>		<b>1400</b>	<b>1840</b>

**Note 1:** There should be a minimum of 240 teaching days each academic year consisting of 8 working hours, including one hour of lunch break Internship – 240x8 hours-1920 clinical hours

**Note 2.** The minimum working hours indicated each year of study does not include one month mid year vacation and one month of university examination.

9. **GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final

**ANNEXURE-A****CURRICULUM OF DENTAL INTERNSHIP PROGRAMME**

- A. The duration of Internship shall be one year.
- B. All parts of internship shall be done in a Dental College duly recognized/approved by the Dental Council of India for the purpose of imparting education and training to Dental graduates in the country
- C. The Interns shall be paid stipendiary allowance during the period of an Internship not extending beyond a period of one year.
- D. The internship shall be compulsory and rotating as per the regulations prescribed for the purpose.
- E. The degree- BDS shall be granted after completion of internship.

**1. DETERMINANTS OF CURRICULUM FOR INTERNSHIP FOR DENTAL GRADUATES:** The

curricular contents of internship training shall be based on.

- 1.1 Dental health needs of the society.
- 1.2 Financial, material and manpower resources available for the purpose.
- 1.3 National Dental Health Policy
- 1.4 Socio-economic conditions of the people in general
- 1.5 Existing Dental as also the primary health care concept, for the delivery of health services.
- 1.6 Task analysis of what graduates in Dentistry in various practice settings, private and government service actually perform.
- 1.7 Epidemiological studies conducted to find out prevalence of different dental health problems, taking into consideration the magnitude of dental problems, severity of dental problems and social disruption caused by these problems

**2. OBJECTIVES:**

- 2.1 To facilitate reinforcement of learning and acquisition of additional knowledge:
  - 2.1.1 Reinforcement of knowledge

- 2.1.2 Techniques & resources available to the individual and the community;  
Social and cultural setting.
- 2.1.3 Training in a phased manner, from a shared to a full responsibility.
- 2.2 To facilitate the achievement of basic skills, attaining competence Vs.  
maintaining competence in.-
  - 2.2.1 History taking.
  - 2.2.2 Clinical Examination.
  - 2.2.3 Performance and interpretation of essential laboratory data
  - 2.2.4 Data analysis and inference.
  - 2.2.5 Communication skills aimed at imparting hope and optimism in the  
patient.
  - 2.2.6 Attributes for developing working relationship in the Clinical setting and  
Community team work.
- 2.3 To facilitate development of sound attitudes and habits:-
  - 2.3.1 Emphasis on individual and human beings, and not on disease/symptoms.
  - 2.3.2 Provision of comprehensive care, rather than fragmentary treatment.
  - 2.3.3 Continuing Dental Education and Learning of accepting the responsibility.
- 2.4 To facilitate understanding of professional and ethical principles.
  - 2.4.1 Right and dignity of patients
  - 2.4.2 Consultation with other professionals and referral to seniors/institutions.
  - 2.4.3 Obligations to peers, colleagues, patients, families and Community.
  - 2.4.4 Provision of free professional services in an emergent situation.
- 2.5 To initiate individual and group action, leading to disease prevention and dental  
health promotion, at the level of individuals families and the community.

### **3. CONTENT (SUBJECT MATTER):**

The compulsory rotating paid Dental Internship shall include training in Oral Medicine & Radiology; Oral & Maxillofacial Surgery; Prosthodontics, Periodontics, Conservative Dentistry; Pedodontics; Oral Pathology & Microbiology; Orthodontics and Community Dentistry.

**4. General Guidelines:**

- 4.1 It shall be task-oriented training. The interns should participate in various institutional and field programmes and be given due responsibility to perform the activities in all departments of the Dental Colleges and associated Institutions.
- 4.2 To facilitate achievement of basic skills and attitudes the following facilities should be provided to all dental graduates:
  - 4.2.1 History taking, examination, diagnosis, charting and recording treatment plan of cases.
  - 4.2.2 Presentation of cases in a group of Seminar.
  - 4.2.3 Care and sterilization of instruments used.
  - 4.2.4 Performance and interpretation of essential laboratory tests and other relevant investigations.
  - 4.2.5 Data analysis and inference.
  - 4.2.6 Proper use of antibiotics, anti-inflammatory and other drugs, as well as other therapeutic modalities.
  - 4.2.7 Education of patients, their relatives and community on all aspects of dental health care while working in the institution as also in the field.
  - 4.2.8 Communication aimed at inspiring hope, confidence and optimism.
  - 4.2.9 Legal rights of patients and obligations of dental graduate under forensic jurisprudence.

**5. Oral Medicine & Radiology:**

- |     |  |              |
|-----|--|--------------|
| 5.1 | Standardized examination of patients                                   | 25 Cases     |
| 5.2 | Exposure to clinical, pathological laboratory procedures and biopsies. | 5 Cases      |
| 5.3 | Effective training in taking of Radiographs:                           | 2 Full Mouth |
|     | (Intra-oral) I O (Extra oral) E.O                                      | 1            |
|     | Cephalogram  | 1            |
| 5.4 | Effective management of cases in wards                                 | 2 Cases      |

**6. Oral and Maxillofacial surgery**

- 6.1 The Interns during their posting in oral surgery shall perform the following

procedures:

6.1.1	Extractions	50
6.1.2	Surgical extractions	2
6.1.3	Impactions	2
6.1.4	Simple Intra Maxillary Fixation	1
6.1.5	Cysts enucleations	1
6.1.6	Incision and drainage	2
6.1.7	Alveoloplasties, Biopsies & Frenectomies, etc.	3

6.2 The Interns shall perform the following on Cancer Patients:

- 6.2.1 Maintain file work.
- 6.2.2 Do extractions for radiotherapy cases.
- 6.2.3 Perform biopsies.
- 6.2.4 Observe varied cases of oral cancers.

6.3 The interns shall have 15 days posting in emergency services of a dental/general hospital with extended responsibilities in emergency dental care in the wards. During this period they shall attend to all emergencies under the direct supervision of oral surgeon during any operation:

- 6.3.1 Emergencies.
  - (i) Toothache, (ii) trigeminal neuralgia; (iii) Bleeding from mouth due to trauma, post extraction, bleeding disorder or haemophilia; (iv) Airway obstruction due to fracture mandible and maxilla, dislocation of mandible; syncope or vasovagal attacks; ludwig's angina; tooth fracture; post intermaxillary fixation after general Anaesthesia.
- 6.3.2 Work in I C.U. with particular reference to resuscitation procedures.
- 6.3.3 Conduct tutorials on medico-legal aspects including reporting on actual cases coming to casualty. They should have visits to law courts.

## 7. Prosthodontics

The dental graduates during their internship posting in Prosthodontics shall make:-

7.1	Complete denture (upper & lower)	2
7.2	Removable Partial Denture	4
7.3	Fixed Partial Denture	1

7 4 Planned cast partial denture	1
7 5 Miscellaneous-like reline/overdenture/repairs of Maxillofacial Prosthesis	1
7 6 Learning use of Face bow and Semi anatomic articulator technique	
7 7 Crowns	
7.8 Introduction of Implants	1
<b>8. Periodontics</b>	
8.1 The dental graduates shall perform the following procedures	
8.1.1 Prophylaxis	15 Cases
8.1.2 Flap Operation	2 Cases
8.1.3 Root Planing	1 Case
8.1.4 Curettage	1 Case
8.1.5 Gingivectomy	1 Case
8.1.6 Perio-Endo cases	1 Case
8.2 During their one week posting in the community health centers, the interns shall educate the public in prevention of Periodontal diseases.	
<b>9. Conservative Dentistry</b>	
To facilitate reinforcement of learning and achievement of basic skills, the interns shall perform atleast the following procedures independently or under the guidance of supervisors	
9.1 Restoration of extensively mutilated teeth	5 Cases
9.2 Inlay and onlay preparations	1 Case
9.3 Use of tooth coloured restorative materials	4 Cases
9 4 Treatment of discoloured vital and non-vital teeth	1 Case
9 5 Management of dento alveolar fracture	1 Case
9 6 Management of pulpless, single-rooted teeth without periapical lesion.	4 Cases
9.7 Management of acute dento alveolar Infections	2 Cases
9.8 Management of pulpless, single-rooted teeth with periapical lesion	1 Case
9 9 Non-surgical management of traumatised teeth during formative period.	
<b>10. Pedodontics and Preventive Dentistry</b>	
During their posting in Pedodontics the Dental graduates shall perform	



10.1 Topical application of fluorides including varnish	5 Cases
10.2 Restorative procedures of carious deciduous teeth in children.	10 Cases
10.3 Pulpotomy	2 Cases
10.4 Pulpectomy	2 Cases
10.5 Fabrication and insertion of space maintainers	1 Case
10.6 Oral habit breaking appliances	1 Case

#### 11. Oral Pathology and Microbiology

The interns shall perform the following:

11.1 History-recording and clinical examination	5 Cases
11.2 Blood, Urine and Sputum examination	5 Cases
11.3 Exfoliative Cytology and smears study	2 Cases
11.4 Biopsy- Laboratory Procedure & reporting	1 Case

#### 12. Orthodontics

12.1 The interns shall observe the following procedures during their posting in

Orthodontics:

- 12.1.1 Detailed diagnostic procedures for 5 patients
- 12.1.2 Laboratory techniques including wire-bending for removable appliances, soldering and processing of myo-functional appliances.
- 12.1.3 Treatment planning options and decisions.
- 12.1.4 Making of bands, bonding procedures and wire insertions.
- 12.1.5 Use of extra oral anchorage and observation of force values.
- 12.1.6 Retainers.
- 12.1.7 Observe handling of patients with oral habits causing malocclusions.

12.2 The dental graduates shall do the following laboratory work:-

- 12.2.1 Wire bending for removable appliances and space maintainers including welding and heat treatment procedure - 5 Cases
- 12.2.2 Soldering exercises, banding & bonding procedures - 2 Cases
- 12.2.3 Cold-cure and heat-cure acrylisation of simple Orthodontic appliances- 5 Cases

#### 13. Public Health Dentistry

13.1 The interns shall conduct health education sessions for individuals and groups on

oral health public health nutrition, behavioral sciences, environmental health, preventive dentistry and epidemiology.

13.2 They shall conduct a short term epidemiological survey in the community, or in the alternate, participate in the planning and methodology.

13.3 They shall arrange effective demonstrations of:

13.3.1 Preventive and interceptive procedures for prevalent dental diseases.

13.3.2 Mouth-rinsing and other oral hygiene demonstrations 5 Cases

13.3.3 Tooth brushing techniques 5 Cases

13.4 Conduction of oral health education programmes at

13.4.1 School setting 2

13.4.2 Community setting 2

13.4.3 Adult education programmes 2

13.5 Preparation of Health Education materials 5

13.6 Exposure to team concept and National Health Care systems:

13.6.1 Observation of functioning of health infrastructure.

13.6.2 Observation of functioning of health care team including multipurpose workers male and female, health educators and other workers

13.6.3 Observation of atleast one National Health Programme:-

13.6.4 Observation of interlinkages of delivery of oral health care with Primary Health care.

Mobile dental clinics, as and when available, should be provided for this teachings.

#### **14. Elective Posting:**

The Interns shall be posted for 15 days in any of the dental departments of their choice mentioned in the foregoing.

#### **15. Organisation of content:**

The Curriculum during the 4 years of BDS training is subject based with more emphasis on learning practical skills. During one year internship the emphasis will be on competency based, community oriented training. The practical skills to be mastered by the interns along with the minimum performance level are given under the course content of different departments of Dental Education. The supervisors should observe

that proper facilities are provided in all departments and attached institutions for their performance.

**16. Specification of teaching activities:** Didactic lectures are delivered during the four years training in BDS. These shall be voided during the internship programme. Emphasis shall be on chair-side teaching, small group teaching and discussions tutorials, seminars, ward posting, laboratory posting, field visits and self learning.

**17. Use of Resource Materials:** Overhead projectors, slide projectors, film projectors, charts, diagrams, photographs, posters, specimens, models and other audiovisual aids shall be provided in all the Dental Colleges and attached institutions and field area. If possible, television, video and tapes showing different procedures and techniques to be mastered by the interns should be provided.

**18. Evaluation**

**18.1 Formative Evaluation:** Day-to-day assessment of the interns during their internship posting should be done. The objective is that all the interns must acquire necessary minimum skills required for carrying out day-to-day professional work competently. This can be achieved by maintaining records and performance data book by all interns. This will not only provide a demonstrable evidence; of the processes of training but more importantly, of the interns own acquisition of competencies as related to performance. It shall form a part of formative evaluation and shall also constitute a component of final grading of interns.

**18.2 Summative Evaluation:** It shall be based on the observation of the supervisors of different departments and the records and performance data book maintained by the interns. Grading shall be done accordingly.

**19. Rural Services:** In the rural services, the student will have to participate in-

**19.1** Community Health Monitoring programmes and services which include Preventive, Diagnostic and corrective procedures.

**19.2** To create educational awareness about dental hygiene and diseases.

**19.3** Conduction of Oral Health Education Programmes at –

19.3.1 School Setting – 5

19.3.2 community Setting – 5

- 19.3.3 Adult Education Programme - 5
- 19.4 compulsory setup of satellite clinics in remote areas - 1
- 19.5 Lectures to create awareness and education in public forums about the harmful effects of tobacco consumption and the predisposition to oral cancer – two Lectures per student.

**20. Period of Postings:**

20.1	Oral Medicine & Radiology	- 1 month
20.2	Oral & Maxillofacial Surgery	- 1 ½ months
20.3	Prosthodontics	- 1 ½ months
20.4	Periodontics	- 1 month
20.5	Conservative Dentistry	- 1 month
20.6	Pedodontics	- 1 month
20.7	Oral Pathology and Microbiology	- 15 days
20.8	Orthodontics	- 1 month
20.9	Community Dentistry/ Rural Services	- 3 months
20.10	Elective	- 15 days

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 23****MASTER OF DENTAL SURGERY (MDS) COURSE****1. AIMS:**

1. The Aim of postgraduate training in various specialties is to train M.D.S. student who will-
  - 1.1.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
  - 1.1.2 Exercise empathy and caring attitude and maintain high ethical standards.
  - 1.1.3 Continue to evince keen interest in continuing professional education in the specialty and allied specialties irrespective of whether in teaching or practice.
  - 1.1.4 Willing to share the knowledge and skills with any learner, junior or a colleague.
  - 1.1.5 To develop the faculty for critical analysis and evaluation of various concepts and views and to adopt the most rational approach

**2. OBJECTIVES:**

The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him or her for a career in teaching, research and specialty practice. A candidate must achieve a high degree of clinical proficiency in the subject and develop competence in research and its methodology as related to the concerned Field. These objectives are to be achieved by the time the candidate completes the course. The objectives may be classified as –

- 2.1 Knowledge (Cognitive domain),
- 2.2 Skills (Psycho motor domain),
- 2.3 Human values, ethical practice and communication abilities

**2.1 Knowledge:**

- 2.1.1 Demonstrate understanding of basic sciences relevant to specialty.

- 2.1.2 Describe etiology, patho-physiology, principles of diagnosis and management of common problems within the specialty in adults and children.
- 2.1.3 Identify social, economic, environmental and emotional determinants in a given case and take them into account for planning treatment.
- 2.1.4 Recognize conditions that may be outside the area of specialty/competence and to refer them to an appropriate specialist.
- 2.1.5 Update knowledge by self study and by attending courses, conferences and seminars relevant to specialty.
- 2.1.6 Undertake audit, use information technology and carryout research both basic and clinical with the aim of publishing or presenting the work at various scientific gatherings.

## **2.2 Skills:**

- 2.2.1 Take a proper clinical history, examine the patient, perform essential diagnostic procedures and order relevant-tests and interpret them to come to a reasonable diagnosis about the condition
- 2.2.2 Acquire adequate skills and competence in performing various procedures as required in the specialty

## **2.3 HUMAN VALUES, ETHICAL PRACTICE AND COMMUNICATIONABILITIES:**

- 2.3.1 Adopt ethical principles in all aspects of practice.
- 2.3.2 Professional honesty and integrity are to be fostered;
- 2.3.3 Patient care is to be delivered irrespective of social status, caste, creed or religion of the patient.
- 2.3.4 Develop communication skills, in particular and skill to explain various options available in management and to obtain a true informed consent from the patient
- 2.3.5 Provide leadership and get the best out of his team in a congenial working atmosphere.
- 2.3.6 Apply high moral and ethical standards while carrying out human or animal research.

**2.3.7** Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed

**2.3.8** Respect patient's rights and privileges including patient's right to information and right to seek a second opinion.

### **3. INFRASTRUCTURE:**

The Infrastructure like staff, equipment, Instruments, Materials, Books and Journals, space, clinical material and number of students in each specialty shall be as per the stipulations of Dental Council of India from time to time.

### **4. M.D.S. COURSE-BRANCHES:**

Specialities for the M.D.S. Degree

- 4.1 Prosthodontics and Crown & Bridge.
- 4.2 Periodontology.
- 4.3 Oral & Maxillofacial Surgery.
- 4.4 Conservative Dentistry and Endodontics.
- 4.5 Orthodontics & Dentofacial Orthopedics.
- 4.6 Oral & Maxillofacial Pathology and Oral Microbiology
- 4.7 Public Health Dentistry.
- 4.8 Pedodontics & Preventive Dentistry.
- 4.9 Oral Medicine & Radiology.

### **5. ELIGIBILITY FOR ADMISSION:**

- 5.1 A candidate for admission to the MDS course (Master of Dental Surgery) must have a recognized degree of BDS (Bachelor of Dental Surgery) awarded by an Indian University/ institute recognised by Dental Council of India and registered with the State dental Council and has obtained provisional/ permanent registration with any State Dental Council on or before 31<sup>st</sup> March of the calendar year of admission and has undergone compulsory rotatory internship of a year in an approved/ recognised Dental college.

Candidates not possessing a recognized Dental qualification for the above

purpose shall secure the prior approval of his qualifications by the DCI before he can be admitted to the MDS Course under

- 5.2 Provided that in the case of a foreign national, the candidate may, on payment of the prescribed fee to Dental Council of India for registration, obtain temporary registration for the duration of the postgraduate training under Sri Aurobindo University. He is admitted for the time being exclusively for postgraduate studies.
- 5.3 Provided further that grant of temporary registration to such foreign national by Dental Council of India shall be subject to the condition that such person is duly registered as dental practitioner in his own country from which he/she has obtained his/her basic dental qualification and that his/her degree is recognized by DCI

**6. SELECTION OF STUDENTS FOR MDS COURSES:**

Students for MDS course shall be selected strictly on the basis of their academic merit based on-

- 6.1 The merit as determined by the Common Entrance examination conducted by the designated agency approved by the respective Government authority or NEET or as described by the Statutory Body.
- 6.2 The minimum percentage of marks for eligibility for admission to postgraduate Dental Courses shall be 50<sup>th</sup> percentile for general category candidates and 45<sup>th</sup> percentile for persons with locomotory disability of lower limbs and 40<sup>th</sup> percentile for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Common Entrance examination or as prescribed by Statutory Body/Competent Authority from time to time.

**7. DURATION OF THE M.D.S. COURSE:**

- 7.1 The MDS Course shall be of three academic years duration as full time study including the period of examination. Provided that a time period required for passing of MDS course shall be a maximum of 6 years from the date of admission in said course or as per University policy



- 7.2 All the candidates for the degree of MDS are required to pursue the prescribed course for three academic years as full time candidates. No candidate is permitted to run a clinic or work in clinic / laboratory / nursing home/ College while studying postgraduate course.
- 7.3 The candidates shall undertake the study, under the direction of the Head of the Department, who has to be a recognized postgraduate teacher in that specialty.
- 7.4 The students undergoing postgraduate courses shall be exposed to the following:
- 7.4.1 Regular study of all the aspects as given in syllabus of the speciality as per DCI.
- 7.4.2 Basics of statistics, to understand and critically evaluate published research papers.
- 7.4.3 Human values and professional ethics.
- 7.4.4 Basic understanding of pharmacodynamics

#### **8. COMMENCEMENT OF COURSE:**

The academic session shall be commenced from 1<sup>st</sup> of May and the cut-off date for admission, even for stray vacancies, in the Master of Dental Surgery Course shall be 31<sup>st</sup> of May, every year. The Universities and other institutions shall start the admission process in such a way that teaching in post-graduate courses starts by 1<sup>st</sup> May each year for which they shall strictly adhere to the time schedule specified in the Dental Council of India (Establishment of new dental colleges, opening of higher courses of study and increase of admission capacity in existing dental colleges) Regulation, 2006.

#### **9. TEACHING AND LEARNING ACTIVITIES:**

- 9.1 All the candidates registered for MDS course in various specialties shall pursue the course for a period of three years as fulltime students. During this period each students shall take part actively in learning and teaching activities designed by Sri Aurobindo University.
- 9.2 **Lecture** There shall be some didactic lecturers in the specialty and in the allied fields. The postgraduate departments should encourage the guest lecturers in

the required areas to strengthen the training programmes. It is also desirable to have certain integrated lectures by multidisciplinary teams on selected topics.

- 9.3 **Journal club:** The journal review meetings shall be held at least once a week. All trainees are expected to participate actively and enter relevant details in logbook. The trainee should make presentations from the allotted journals of selected articles at least 5 times in a year
- 9.4 **Seminars:** The seminars shall be held at least twice a week in each postgraduate department. All trainees are expected to participate actively and enter relevant details in logbook. Each trainee shall make at least 5-seminar presentation in each year.
- 9.5 **Symposium:** It is recommended to hold symposium on topics covering multiple disciplines.
- 9.6 **Clinical postings.** Each trainee shall work in the clinics on regular basis to acquire adequate professional skills and competency in managing various cases to be treated by a specialist.
- 9.7 **Clinico pathological conference:** The clinico-pathological conferences should be held once in a month involving the faculties of oral medicine and radiology, oral pathology and concerned clinical department. The trainees should be encouraged to present the clinical details, radiological and histo-pathological interpretations and participation in the discussions.
- 9.8 **Interdepartmental meetings:** To bring in more integration among various specialties there shall be interdepartmental meeting chaired by the dean with all heads of postgraduate departments at least once a month.
- 9.9 **Teaching skills:** All the trainees shall be encouraged to take part in undergraduate teaching programmes either in the form of lectures or group discussions.
- 9.10 **Continuing dental education programmes:** Each postgraduate department shall organize these programmes on regular basis involving the other institutions. The trainees shall also be encouraged to attend such programmes conducted elsewhere.

- 9.11 **Conferences/ Workshops/ Advanced courses:** The trainees shall be encouraged not only to attend conference/ workshops/ advance course but also to present at least two scientific posters and two papers at state/ national level speciality and allied conferences/ conventions during their training period.
- 9.12 **Rotation & posting in other departments.** To bring in more integration between the specialty and allied fields each postgraduate department shall workout a programme to rotate the trainees in related disciplines.
- 9.13 **Dissertation.** The Sri Aurobindo University appreciates the importance of Research activities- for the growth of the profession, Institution and trainee students. The trainees shall prepare a dissertation based on the clinical or experimental work or any other study conducted by them under the supervision of the guide. A model check list, prescribed by DCI, is to be filled by guide/ co guide for evaluation of dissertation presentation and continuous evaluation of dissertation work.
- 9.14 All the students of the speciality departments shall complete the minimum quota for the teaching and learning activities, as follows:-
- |  |   |
|--|---|
| (a) Journal clubs  | : 5 in a year   |
| (b) Seminars   | : 5 in a year   |
| (c) Clinical Case Presentations  | : 4 in a year   |
| (d) Lectures taken for undergraduates  | : 1 in a year   |
| (e) Scientific Paper/poster Presentations<br>In state/National Level Conferences | 4 papers/ posters during three years of training period   |
| (f) Clinico Pathological Conferences   | : 2 presentations during three years of training period   |
| (g) Scientific Publications (optional)   | One publication in any indexed scientific journal within six months from date of commencement of the course |
| (h) Submission of Synopsis   | Within six months from date of commencement of the course   |

- |   |  |
|---|--|
| (i) Submission of Dissertation          | Within six months before appearing for the university examination  |
| (j) Submission of Library Dissertation. | Within eighteen months from the date of commencement of the course |

10. **MIGRATION:** Under no circumstances, the migration or the transfer of students undergoing postgraduate Degree/Diploma shall be permitted by the university or the authority. No interchange of the specialty in the same institution or in any other institution shall be permitted after the date of the commencement of session.

11. **METHOD OF TRAINING:**

The training of a postgraduate student shall be full time with graded responsibilities in the management and treatment of patients entrusted to his/ her care. The participation of the students in all facets of educational process is essential. Every candidate should take part in Lectures, seminars, group discussions, case demonstration, clinics, journal review meetings, and clinical meetings. Every candidate shall be required to participate in the teaching and training programme of undergraduate students. Training should include involvement in laboratory and experimental work, and research studies.

12. **SYLLABUS:** As per DCI regulations notified from time to time

13. **ATTENDANCE, PROGRESS AND CONDUCT:**

- 13.1 A candidate pursuing MDS degree course should work in the concerned department of the institution as a full time student.
- 13.2 Each Academic year shall be taken as a unit for the purpose of calculating the attendance.
- 13.3 Every student shall attend symposia, seminars, conferences, journal review meetings, OT, ward rounds, case presentation, clinics; and lectures during each

year as prescribed by the department and not absent himself/herself from work without valid reasons

13.4 Every candidate shall have not less than 80 percent of attendance in each year of the course or as per University Policy. However, candidates should not be absent in one long continuous stretch as the course is a full time one.

13.5 Every candidate shall complete from time to time the assignments as prescribed in the curriculum as stated by DCI

#### **14. MONITORING PROGRESS OF STUDIES:**

14.1 **Work diary / Log Book:** Every candidate shall maintain a work diary and record of his /her participation in the training programme conducted by the department such as journal reviews, seminars, etc. as per the model checklists and logbook prescribed by DCI. Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution, and presented in the University practical / clinical examination.

14.2 **Periodic tests:** In case of MDS degree courses of three years duration, the concerned departments shall conduct three tests, first at the end of first year and second at the end of second year and the Third, two months before the University examination. The tests shall include written papers, practical / clinical and viva voce. Records and marks obtained in such tests will be maintained by the Head of the Department

14.3 In addition to these annual tests the departments may conduct assessment tests periodically to monitor the progress.

#### **15. DISSERTATION:**

Every candidate shall prepare two Dissertations, one based on Review of Literature (LIBRARY DISSERTATION) and second one based on clinical or research or experimental or any other method of study (MAIN/ RESEARCH).

**15.1 Library Dissertation.** It is a process of collection and compiling of data available in already published literature on a given topic. The dissertation work shall be completed within 18 months of commencement of course.

**15.2 Main / Research Dissertation-**

15.2.1 Main /Research dissertation shall be based on work / Research done by the candidate under the approved Guide, during the course of study.

15.2.2 Every candidate pursuing MDS degree course is required to carry out work on a selected research project under the guidance of a recognized post graduate teacher. The results of such a work shall be submitted in the form of a dissertation.

15.2.3 The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions.

15.2.4 Every candidate shall submit to the Registrar of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the course on or before the dates notified by the University. The synopsis shall be sent through the proper channel.

15.2.5 Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of head of the Institution or the University

15.2.6 The dissertation should be written under the following headings:

- Introduction.
- Aim & Objectives of study.
- Review of Literature
- Materials and Methods
- Results & observations.

- Discussion.
  - Conclusion.
  - Summary.
  - References.
  - Tables.
  - Annexures.
- 15.2.7 The written text of dissertation shall be not less than 50 pages and shall not exceed 200 pages excluding reference, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (Executive size, 7.25" x 10.5") and bound properly. Spiral binding is not permitted. The dissertation shall be certified by the guide, head of the department and head of the Institution.
- 15.2.8 Four copies and one soft copy of dissertation thus prepared and duly certified by the Guide, and HOD shall be submitted to the University, through the Head of the Institution, six months before final examination on or before the dates notified by the University.
- 15.2.9 The dissertation shall be valued by Two external examiners appointed by the University, before the University examination.
- 15.2.10 Approval of dissertation work by two external examiners in writing is an mandatory precondition for a candidate to be eligible to appear in the University examination, provided further that the candidate fulfils other eligibility requirements of attendance, progress and due clearance.
- 15.2.11 If any examiner does not approve the dissertation, examiner shall give in writing the specific reasons for NOT accepting the work
- 15.2.12 If one examiner does not approve & other approved the dissertation, it should be sent to 3<sup>rd</sup> external valuer & his opinion will be considered as final decision
- 15.2.13 If both the external examiner do not approve the dissertation. Such candidate should rectify the deficiencies as pointed out by the examiner and submit three copies of new bound dissertation and one soft copy duly approved and signed by the Guide and H.O.D. to the University

through HOI, 3 months before commencement of next or subsequent examination

- 15.2.14 University shall get the dissertation valued by the external examiner, preferably the same examiner. After due approval of the dissertation by the examiner, the candidate may be permitted to appear for the Theory, Clinical / Practical examination.

**16. GUIDE:**

- 16.1 The academic qualification and teaching experience required for recognition by the University as a guide for dissertation work shall be as laid down by Dental Council of India and Sri Aurobindo University, Indore
- 16.2 The Guide for each student in the specialty shall be nominated by the HOI, in consultation with the HOD.
- 16.3 Two students for each Professor and one student for each Reader can be allotted in each academic year. However a guide shall not have under him/her more than six students at a given time.
- 16.4 HOI/HOD may nominate if required, a co-guide who shall be a postgraduate teacher in the same specialty in the Institution in consultation of University.
- 16.5 Guides and co-guides shall be approved by the Sri Aurobindo University, Indore
- 16.6 CHANGE OF GUIDE: In the event of a registered guide leaving the institution for any reason or retiring from service, or arising of any unforeseen circumstances, guide may be changed with prior permission from head of the Institution and the University.

**17. UNIVERSITY EXAMINATION:**

Eligibility. The following requirement shall be fulfilled by every candidate to become eligible to appear for the MDS University examination.

- 17.1 Attendance. Every candidate shall have attendance of 80% in each academic year of the postgraduate course or as per specifications of apex council.



- 17.2 Progress and conduct: Every candidate shall have participated in seminars, journal review meetings, symposia, conferences, case presentation, clinics and didactic lectures during each year as designed by the concerned department.
- 17.3 Work diary and Logbook: Every candidate shall maintain a work diary and logbook, as prescribed by DCI, for recording his / her participation in the training programme conducted by the department. The work diary and logbook shall be verified and certified by the Head of the Department and Head of the institution.
- 17.4 Dissertation: The approval of Main dissertation by external examiners before appearing for university examination.
- 17.5 The certification of satisfactory progress by the head of the department and head of the institution shall be based work diary, log book and attendance.

**18. SCHEME OF UNIVERSITY EXAMINATION:**

- 18.1 **General:** The university examination shall consist of theory, practical and clinical examination and viva-voce and Pedagogy.

**18.1.1 Theory:**

Part-I: Shall consist of one paper.

There shall be a theory examination in the Basic Sciences at the end of 1<sup>st</sup> year of course. The question papers shall be set and evaluated by the concerned Department/Specialty. The candidates shall have to secure a minimum of 50% in the Basic Sciences and shall have to pass the **Part-I** examination at least six months prior to the final (Part-II) examination.

Part-II: Shall consist of three papers, namely-

- Paper I: Concerned specialty.
- Paper II: Concerned specialty.
- Paper III. Essay.

**18.1.2 Practical (Part-II):**

Shall consist of practical examination, namely-

- Practical and Clinical Examination,
- Viva-voce;

➤ Pedagogy.

18.1.3 The failed candidates shall appear again in supplementary examination, after six months.

18.1.4 The main examination shall be held in the month of April each year and supplementary examination shall be held in the month of October each year.

18.1.5 There shall be a gap of at least six months between the two examinations (Main, supplementary and subsequent examinations).

18.1.6 The failed student shall appear once again in all the parts of University examination (Written, Clinical/Practical and Viva voce).

18.1.7 The failed candidate need not prepare new dissertation, if it is approved by the University. However this is applicable to SIX attempts or a maximum of 5 years from the date of first appearance in the examination only.

18.1.8 Such students shall apply to the University for Permission to carry out the dissertation work again in the Institution. If permitted a fresh dissertation need to be prepared under the Guide approved by the University.

**18.2 WRITTEN EXAMINATION:**

**Theory: Part I: Basic sciences paper – 100 marks**

**Part II: Paper I, Paper II and Paper III- 300 marks (100 marks for each paper)**

Written examination shall consist of basic sciences(Part I) of three hours duration shall be conducted at the end of first year MDS course. Part II examination shall be conducted at the end of third year MDS course. Examination shall consist of Paper I, Paper II and Paper III, each of three hours duration. Paper I and Paper II shall consist of 2 long answer questions carrying 25 marks each and 5 questions carrying 10 marks each. Paper III will be on essays. In Paper III questions will be given and student has to answer any 2 questions. Each question carries 50 marks. Questions on recent advances may be asked in any or all the papers. Distribution of topics for each paper will be as follows.

**Part I- Theory****Paper I: Applied Basic Sciences****Part II- Theory****Paper I- Concerned speciality****Paper II- Concerned speciality****Paper III- Essay on any one topic in concerned speciality**

(Choices shall be given for the essay)

\*The topics assigned to the different papers are generally evaluated under those sections. However a strict division of the subject may not be possible and some overlapping of topics is inevitable. Students should be prepared to answer overlapping topics.

- 18.3 **CLINICAL / PRACTICAL EXAMINATION:** Clinical/ practical examination is designed to test the clinical skill, performance and competence of the candidate in skills such as communication, clinical examination, medical/dental procedures or prescription, exercise prescription, latest techniques, evaluation and interpretation of results so as to undertake independent work as a specialist. The exam process to ensure that the candidate has been given ample opportunity to perform various clinical procedures

The practical/ clinical examination in all specialities shall be conducted for six candidates in two days.

Provided that practical/clinical examination may be extended for one day, if it is not complete in two days.

- 18.4 **VIVA VOCE EXAMINATION:** Viva voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence and verbal communication skills.

- 18.5 **DISTRIBUTION OF MARKS AND TYPES OF QUESTIONS IN WRITTEN PAPERS AT THE UNIVERSITY EXAMINATION: (Total 400 marks)**

**18.5.1 Theory**

Paper-I Applied Basic subjects

There shall be 10 questions of 10 marks each (Total 100 marks)

**18.5.2 Part-II (3 papers of 100 marks each):**

- Paper-I - Two long essay of 25 marks each and five short essay of 10 marks each ( Total of 100 marks).
- Paper-II - Two long essay of 25 marks each and five short essay of 10 marks each (Total of 100 marks).
- Paper-III - Two out of three essay questions (50x2 = 100 marks).

18.6 All the written papers shall be valued by two examiners for Part I exam and four examiners for Part II exam. Aggregate of average marks in all the written papers shall be computed to determine the result.

18.7 Criteria for pass certificate: To pass the university examination, a candidate shall secure in both theory examination and in practical/clinical including viva voce independently with an aggregate of 50% of total marks allotted (50 out of 100 marks in Part I examination and 150 marks out of 300, clinical plus viva voce together). A candidate securing marks below 50 % as mentioned above shall be declared to have failed in the examination.

A candidate who is declared successful in the examination shall be granted a degree of master of dental surgery in the respective speciality.

#### 19. **GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 24****BACHELOR OF HOMOEOPATHIC MEDICINE AND SURGERY (B.H.M.S.)**

This ordinance shall provide regulation of Sri Aurobindo University running Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.). The program shall be governed by the norms, rules and guidelines of the concerned regulatory council and the policies of MP state Government.

**1. DEFINITIONS:**

- 1.1 Academic program / programs shall mean a program / courses leading to award of B.H.M.S. (Bachelor of Homoeopathic Medicine and Surgery) degree. As per the guideline, rules and policies of regulatory council and the government of Madhya Pradesh.
  - 1.1.1 Board of Studies (BOS) shall mean the Board of Studies of the School concerned of the University
  - 1.1.2 Course means a component of Academic Program, carrying a distinctive code number.
  - 1.1.3 External examiner shall mean an examiner who is not in the employment of the University or its affiliated institutions
  - 1.1.4 Student shall mean, a person admitted to the University and its affiliated institutions for the academic program to which this Ordinance is applicable.
  - 1.1.5 University shall mean Sri Aurobindo University.

**2. AIMS AND OBJECTIVES:****2.1 AIMS:**

- 2.1.1 To promote sustainable development of higher education consistent with statutory and regulatory requirements.
  - 2.1.2 To plan and continuously provide necessary infrastructure, learning resources required for quality education and innovations.
-

- 2.1.3 To stimulate to extend the frontiers of knowledge, through faculty development and continuing education programs.
- 2.1.4 To make research a significant activity involving staff, students and society.
- 2.1.5 To promote industry/organization, interaction/collaborations with regional / national / international bodies
- 2.1.6 To establish healthy systems for communication among all stakeholders for vision oriented growth.
- 2.1.7 To fulfill the national obligation through rural health missions.
- 2.1.8 Proficiency in the diagnosis and skills of basic. Homoeopathic Medicine and Surgery procedures and techniques with adequate theoretical basis and rationale of medical & allied health sciences.

## 2.2 OBJECTIVES:

The objective of the course shall allow the students:

- 2.2.1 To implement effectively the programs through creativity and innovation in teaching, learning and evaluation
- 2.2.2 To make existing programs more career oriented through effective system of review and redesign of curriculum.
- 2.2.3 To impart spirit of enquiry and scientific temperament among students through research oriented activities.
- 2.2.4 To enhance reading and learning capabilities among faculty and students and inculcate sense of lifelong learning.
- 2.2.5 To promulgate process for effective, continuous, objective oriented student performance evaluation.
- 2.2.6 To ordinate periodic performance evaluation of the faculty.
- 2.2.7 To incorporate themes to build values, civic responsibilities & sense of national integrity.
- 2.2.8 To ensure that the academic, career & personal counseling are in-built into the system of curriculum delivery.
- 2.2.9 To strengthen, develop and implement staff and student welfare programs.

- 2.2.10 To adopt and implement principles of participation, transparency and accountability in governance of academic and administrative activities.
- 2.2.11 To constantly display sensitivity and respond to changing educational, social, and community demands
- 2.2.12 To promote public- private partnership.
- 2.2.13 To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- 2.2.14 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- 2.2.15 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- 2.2.16 To impart competency in Physiotherapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative & Promotive goals in a variety of health care settings.

**3. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

Academic qualification and selection criteria for admission will be followed as per Direction given by Central Council of Homeopathy New Delhi, Department of Ayush, Govt. of India and applicable state govt norms

**4. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:**

The assessment of academic growth of the student shall be done on the basis of three Sessional Examination (As decided by apex council/University) and one University Examination (conducted at the end of the academic year). The medium of Instruction and Examination shall be English throughout the course of the study

**5. REQUIREMENTS FOR EXAMINATION AND ATTENDANCE:**

All the requirements for examination and attendance will be followed as per Direction given by Central Council of homeopathy New Delhi, Department of Ayush, Govt of India and applicable state Govt. norms.

**6. SCHEME OF EXAMINATION:**

The examinations are to be conducted to assess whether the candidate has acquired the necessary minimum skill and clear concepts of the fundamentals essential for day to day professional work

- 6.1 The Examination will be held twice a year for all the four years respectively.
- 6.2 The students desirous for appearing for the University Examination shall submit the application form duly filled in along with prescribed examination fees. Incomplete application form submitted without prescribed fee or application form submitted after due date will be rejected; and student shall not be allowed to appear for the examination.
- 6.3 A student who satisfies the clause 3 and following requirements duly certified by the Principal of the B.H M S. College/Institution recognized by this University for B.H.M.S course shall be eligible to appear in the first/ second/Third/Final year B.H.M.S. examination:
  - 6.3.1 Of having good character,
  - 6.3.2 Of having attended the prescribed course;
  - 6.3.3 Of having attended not less than:
    - 6.3.3.1 75% of all course of lectures delivered; and
    - 6.3.3.2 75% of full course of practicals held separately.
- 6.4 **Internal assessment:**
  - 6.4.1 It shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, clinical case presentation etc.
  - 6.4.2 Regular periodical examinations shall be conducted throughout the course. The question of number of examinations is decided by to the institution/University.
  - 6.4.3 Day to day records should be given importance during internal assessment



**6.4.4 Weightage for the internal assessment shall be 20% of the total marks in each subject**

Note: Internal assessment shall relate to different way in which student's participation in learning process during semesters is evaluated, some examples are as follows.

- Preparation of subject for students' seminar.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in project for health care in the community (Planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions/Very Short Questions (MCQ/VSQs) test after completion of a system/teaching.
- Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

**6.5 Criteria for Passing:**

6.5.1 Criteria for passing will be followed as per Direction given by Central Council of homeopathy New Delhi, Department of Ayush, Govt of India and applicable state Govt norms.

6.5.2 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

6.6 Each Theory paper will be of three hours.

6.7 Not more than 40 candidates should be examined in one day in Clinical or Practical examination / subject.

6.8 The medium of examination shall be as per Direction given by Central Council of Homeopathy New Delhi, Department of Ayush, Govt of India and applicable state Govt norms.

6.9 The examination shall be held according to the scheme of examination and syllabus prescribed by the Academic Council.

6.10 Syllabus & Scheme of the examination shall be decided by the Academic council

of the University from time to time as per guidelines from MP Paramedical Council

**7. VACATION FOR STUDENTS:**

Vacation for students shall be, as notified in the Academic Calendar every year by the University.

**8. CURRICULUM OF THE PROGRAM:**

Curriculum of the B.H M.S. courses, theory and practical's shall be as approved by the Academic Council

**9. MINIMUM TEACHING HOURS, EXAMINATION & EVALUATION, CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS:**

9.1 As per Direction given by Central Council of Homeopathy New Delhi, Department of Ayush, Govt. of India and applicable state Govt. norms.

9.2 Any undergraduate may be admitted to the First B.H.M.S. examination provided that he has regularly attended, the following courses of instruction in the subjects of the examination, theoretical and practical for not less than one and half years in the college / institution to the satisfaction of the Principal / Director / Principal of the institution / college

9.3 A candidate securing 75% or above marks in any of the subjects shall be declared to receive honors in that subject provided he has passed the examination in the first attempt.

9.4 In order to pass the B.H. M S. Examination a candidate must pass in all subjects of the examination.

NOTE. Any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

**10. RESULTS AND READMISSION TO EXAMINATION:**

For results and re-admission to examination Direction given by Central Council of Homeopathy New Delhi, Department of Ayush, Govt. of India and applicable state Govt norms.

**11. EXAMINERS:**

- 11.1 For appointing examiners (External/Internal) Direction given by Central Council of Homeopathy New Delhi, Department of Ayush, Govt. of India and applicable state Govt. norms

**12. INTERNSHIP:**

- 12.1 For Internship, all the Direction given by Central Council of homeopathy New Delhi, Department of Ayush, Govt of India and applicable state Govt norms.
- 12.2 Medico-Legal: Acquaintance with issue of various medical certificates like leave certificate on the ground of sickness, fitness certificate, death certificate, birth certificate, medical examination, court procedures in police cases like deaths by unnatural cause, accident etc. preservation of viscera in poisoning cases, postmortem, various Drugs Acts, Homoeopathic Pharmacopoeias, Homoeopathy Central Council Act, various State Homoeopathic Acts, Act of professional conduct and ethics.
- 12.3 Drug Proving: In case of degree level internee, it shall be compulsory to take part in Drug Proving Program and the Internee shall prove at least one drug during the period of internship.
- 12.4 Each student during the compulsory internship training shall be allotted specific assignment for doing his/her original work in an objective manner. The assignment to be given shall be decided mutually by the concerned students and the college authorities. Such assignments will be evaluated by a team of 3 experts (relevant to subject) appointed by the College/ institution with consent of University concerned The College authority will also ensure avoidance of duplication of work.
- 12.5 Maintenance of Records: Each internee shall have to maintain a detailed record of at least 25 acute cases and 15 chronic cases treated with homoeopathic medicine during his training in the medical department. Each internee shall have to maintain a detailed record of at least 10 delivery cases attended by him in the Department of Obstetrics and 15 Surgical cases assisted by him in the Department of Surgery. During this period internee

shall also have to carry out any elective assignment on any subject given to him by the physician In-charge.

- 12.6 Attendance: Minimum attendance of each internee shall not be less than 80% or as per University Policy
- 12.7 Each candidate shall be required to undergo compulsory rotating internship of one year, after passing the final BHMS Examinations, to the satisfaction of the Principal of the Homoeopathic College. Thereafter only, the candidate shall be eligible for the award of Degree of Homoeopathic Medicine and Surgery (B.H.M.S ) by the University.
- 12.8 All parts of the internship training shall be undertaken at the hospital attached to the College, and, in cases where such hospital cannot accommodate all of its students for internship then such candidates/ students shall be informed in writing by the college and it shall be the responsibility of the College to ensure that each of such students is put on internship training in a Homoeopathic Hospital or dispensary run by Government or local bodies.
- 12.9 To enable the State Board/ Council of Homoeopathy to grant provisional registration of minimum of one year to each candidate to undertake the internship, the University concerned shall issue a provisional passed certificate on passing the final BHMS examination to each successful candidate.

Provided that in the event of shortage, or unsatisfactory work, the period of compulsory internship and the provisional registration shall be accordingly extended by the State Board/ Council.

- 12.9.1 Full registration shall only be given by the State Boards if the BHMS degree awarded by the University concerned is a recognized medical qualification, and Board shall award registration to such candidates who produce certificate of completion or compulsory rotation internship of not less than one year duration from the Principal of College where one has been a bonafide student which shall also declare that the candidate is eligible

- 12.9.2 The internee students shall not prescribe the treatment including medicines and each of them shall work under the direct supervision of Head of Department concerned and/or a Resident Medical Officer. No intern student shall issue any medico-legal document under his/her signatures.
- 12.9.3 Each candidate shall complete the internship training at the maximum within a period of 24 months after passing the final year examination.
- 12.9.4 The internship training shall be regulated by the Principal in consultation with concerned Heads of. Departments and R.M.O. as under:-
- 12.9.5 Each internee student shall be asked to maintain a record of work which is to be constantly monitored by the Head of concerned Department and/or Resident Medical Officer under whom the internee is posted. The scrutiny of record shall be done in an objective way to update the knowledge, skill and aptitude of internee
- The stress during the internship training shall be on case taking, evaluation of symptoms, nosological and miasmatic diagnostic analysis, repertorisation and management of sick people based on principles of Homoeopathy. Weekly seminars shall be conducted wherein interns in rotation be given, a chance to present their cases for discussion, and, concerned teachers/ R.M.O. shall assess performance of each of interns
- Rotation of intern-students shall be as under:
- a) Practice of Medicine- 8 months wherein internee will be rotated in each Psychology, Respiratory, Gastro-intestinal, Endocrinology, Skin and V.D., Locomotor, Cardiology, Paediatrics sections.
  - b) Surgery - 1 month
  - c) Obstetrics & Gynaecology — 2 months (1 month each

(including Reproductive & child health care)

d) Community medicine (including PHC/ CHC) —1 month

- 12.9.6 Each internee shall be exposed to clinicopathology work to acquire skill in taking samples and doing routine blood-examination, blood smear for parasites, sputum examination, urine and stool examination. Students shall be trained to correlate laboratory findings with diagnosis and management of sick people.
- 12.9.7 Each internee shall be given opportunities to learn the diagnostic techniques like x-rays, Ultrasonography, E.C.G., Spirometer and other forthcoming techniques and co-relate their findings with diagnosis and management of cases.
- 12.9.8 Each internee students shall be given adequate knowledge about issuing of medico-legal certificates including medical and fitness certificates, death certificates, birth certificates, court producers and all of such legislation's be discussed which were taught in curriculum of Forensic Medicine.
- 12.9.9 Each internee shall maintain records of 40 acuter and 25 chronic cases complete in all manner including follow up in Practice of Medicine, record of 5 antenatal check-up and 3 delivery cases attended by him/ her in Department of Obstetrics and 3 cases of Gynaecology, records of 5 surgical cases assisted by him (and demonstrational knowledge of dressings) in Surgery department, and records of knowledge gained in Primary Health Centres, Community Health Centres, various health programs.

### 13. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 25****POST GRADUATE DEGREE COURSE IN HOMOEOPATHY****M. D. ( HOMOEOPATHY)****GENERAL RULE**

These general rules are subject to alterations from time to time. The Post Graduate Degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

**1. PREAMBLE:**

The regulation of the Post Graduate courses in Homoeopathy being conducted by the Sri Aurobindo University, Indore is in accordance with the recommendations of the Central Council of Homoeopathy with an emphasis on the health needs of the State.

**1.1 NOMENCLATURE OF THE DEGREE**

1.1.1 MD(HOM)- Doctor of Medicine in Homoeopathy- Materia Medica

1.1.2 MD(HOM) - Doctor of Medicine in Homoeopathy- Homoeopathic Philosophy

1.1.3 MD(HOM)-Doctor of Medicine in Homoeopathy- Repertory

**2. AIMS AND OBJECTIVES OF COURSES:****2.1. GOAL**

The goal of Post Graduate Homoeopathic Medical education shall be to produce competent specialists and /or Teachers

2.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the National health policy

- 2.1.2 Who shall have mastered most of the competencies, pertaining to the speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system.
- 2.1.3 Who shall be aware of the contemporary advance and developments in the discipline concerned.
- 2.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology.
- 2.1.5 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

## 2.2 OBJECTIVES

At the end of the Post Graduate training in the discipline concerned the student shall be able to;

- 2.2.1 Recognize the importance to the concerned speciality in the context of the health needs of the community and the national priorities in the health sector
- 2.2.2 Practice the speciality concerned ethically and in step with the principles of primary health care.
- 2.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned speciality.
- 2.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies
- 2.2.5 Diagnose and manage majority of the conditions in the speciality concerned on the basis of clinical assessment, and appropriately selected and conducted investigations
- 2.2.6 Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the speciality.
- 2.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.
- 2.2.8 Demonstrate empathy and humane approach towards patients and their



families and exhibit interpersonal behaviour in accordance with the societal norms and expectations.

- 2.2.9 Play the assigned role in the implementation of National health programme, effectively and responsibly.
- 2.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation.
- 2.2.11 Develop skills as a self-directed learner, recognize continuing education needs; select and use appropriate learning resources.
- 2.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyze relevant published research literature.
- 2.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers
- 2.2.14 Function as an effective leader of a health team engaged in health care, research and training.

### **3. COMPONENTS OF THE POSTGRADUATE CURRICULUM:**

- 3.1 The major components of the Postgraduate curriculum shall be:-
  - 3.1.1 Theoretical knowledge
  - 3.1.2 Practical and clinical skills
  - 3.1.3 Writing thesis/Research articles
  - 3.1.4 Publishing scientific articles in accredited journals.
  - 3.1.5 Improving attitudes including communication skills.
  - 3.1.6 Training in research methodology, medical ethics including medico legal aspects.
- 3.2 The students undergoing Post Graduate courses shall be exposed to the following:-
  - 3.2.1 Basics of statistics to understand and critically evaluate published research paper

- 3.2.2 Lectures related to human behavior studies.
- 3.2.3 Introduction to the non-linear mathematics.
- 3.3 Course shall comprise:
  - 3.3.1 General subject
  - 3.3.2 Man in Health (Holistic concept)
  - 3.3.3 Man in Disease (Holistic concept)
  - 3.3.4 History of Medicine, Scientific methodology including research methodology and Statistics
  - 3.3.5 Special subject
  - 3.3.6 Homoeopathic Materia Medica/Homoeopathic Philosophy/Repertory
  - 3.3.7 A candidate for MD (Hom) shall opt one of the special subject as his speciality at the time of admission and the degree shall be awarded in that speciality.

#### **4. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 4.1 No candidate shall be admitted to MD (HOM) course unless he possess the degree of:
  - 4.1.1 Bachelor of Homoeopathic Medicine and Surgery or equivalent qualification in Homoeopathy after undergoing a course of study of not less than five and half years duration including one year compulsory internship from a recognised institute by the Apex Council' or
  - 4.1.2 Bachelor of Homoeopathic Medicine & Surgery or equivalent qualification in Homoeopathy included in the Second schedule of the Act, after undergoing a course of study not less than two years duration.
  - 4.1.3 The University or any other committee to be constituted by Government concerned shall conduct the admission process.
  - 4.1.4 Reservation for all categories shall be applicable as per State Government/Central Government policy

#### **4.2 SELECTION OF STUDENTS**

The selection of students for the Post Graduate course shall be made based strictly on merit as decided by the Entrance Examination conducted by the

competent authority approved by the Government of Madhya Pradesh/Sri Aurobindo University and as per guidelines of the respective Council.

**5. DURATION OF COURSE:**

- 5.1 Every candidate seeking admission to the training programme to qualify for the Degree of MD (Hom.) in the subjects conducted under the University shall pursue a regular course of study, in the concerned Department under the guidance of a recognized Post Graduate teacher for a period of three years.
- 5.2 The course shall be of three years duration, including one year of house-job or equivalent thereof.
- 5.3 Period of completion of course - Twice the duration of the course or as per Policy decided by the University.

**6. MEDIUM OF INSTRUCTION:**

The medium of instruction and examination shall be English.

**7. INTAKE & FEES:**

- 7.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 7.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body

**8. ATTENDANCE:**

All the candidates joining the Post Graduate training programme shall work as full time residents during the period of training and shall attend not less than 80 percent of the imparted training during each calendar year including assignments, full time responsibilities and participation in all facets of the educational process. The student will be permitted to avail casual leave as per University norms. Condonation of attendance will be allowed as per policy of University

**9. TRAINING PROGRAMME:**

- 9.1 Every institution undertaking Post Graduate training shall set up an Academic cell or a curriculum committee, under the chairmanship of a senior faculty, which shall work out the details of the training in each speciality in consultation with other department faculty staff and also coordinate and monitor the implementation of this training programme.
- 9.2 The training programme shall be updated as and when required. The structured training programme shall be written up and strictly followed, to enable the examiners to determine the training undergone by the candidate and the Central council inspectors to assess the same at the time of inspection.
- 9.3 The Post Graduate student shall maintain a record (log book) of the work carried out by them and the training programme undergone during the period of training.
- 9.4 The record book shall be checked and assessed by the faculty members imparting the training, monthly.
- 9.5 The Post Graduate student shall be required to participate in teaching and training programme of undergraduate students and interns.

**10. LOGBOOK:**

Log book serve as a document of the trainee's work. The trainee shall maintain this Logbook of Journal review presentation/Seminar presentation/Clinical works in IPD and OPD/Clinical presentation/Teaching skill practice and Dissertation presentation.

**11. RESEARCH:**

M.D (Hom.) students shall present at least one paper/poster presentation at a State/National conference during their course. Each P.G. student shall present 10 seminar papers, take part in at least 20 seminars/ symposium during the P.G. course and maintain the records of seminar notes/presentations and also he/she should present a paper /participate in at least one national level seminar/conferences.

**12. THESIS:**

Every candidate shall carry out work on an assigned research project under the guidance of a recognized Post graduate teacher as a guide. All Post graduate students should submit a synopsis of the thesis duly attested by the competent authorities in the prescribed proforma within six months after the date of admission. Candidate is required to write a theses or dissertation on a subject approved by the University of not less than 10,000 (Ten Thousand) words.

Each candidate should submit the dissertation six months prior to the completion of the course. The University will send it to three experts (one internal two external) with instructions to return it within two weeks after valuation.

Dissertation may classified as "Accepted", "Accepted with modifications" or "Rejected" At least two experts should accept the dissertation for it to be considered as accepted. If it is accepted with modifications, the candidate will be given 45 days for correction and resubmission through proper channel. If it is rejected, the candidate will not be permitted to appear for the examination. She/ he should repeat the work and submit within a period of six months Such dissertations will be valued in the examination Centre itself at the time of practical / clinical examination.

**13. OBTAINING ELIGIBILITY CERTIFICATES:**

The University will release the Provisional & Permanent degree certificate only on the receipt of the course certificate issued by the Principal, based on the recommendation of the Head of the concerned department of the course. The course commences from the date on which the first candidate joins the course.

**14. EXAMINATION:**

14.1 The examination shall be conducted in two parts namely:

14.1.1 M.D (Hom) Part I, which is to be held six months after completion of house job of one year's duration.

14.1.2 M.D.(Hom) Part II, which is to be held one year six months after Part I

examination

**Part I Examination**

14.2 Every candidate seeking admission to Part I of the examination shall submit application to the University with the following documents, namely:

14.2.1 A certificate from the Principal or Head of the institution about the completion of the course of studies in the subjects in which the candidate seeks admission to the examination; and

14.2.2 A certificate of having completed one year house job in the collegiate hospital.

Viva and practical examination of Part-1 Exam will be conducted by the panel of examiners as below

Man in health - teachers of Materia medica.

Man in disease - teachers of Repertory

History of medicine & Statistics - teachers of Homoeopathic philosophy

Case taking and bedside evaluation will be the part of Man in disease with a view to providing experience to prospective internal examiner; Skilled Assistants may be permitted, in concurrence with the External Examiners, to be present in the Examination Hall. The role of skilled assistants, however, shall be confidential, only to carrying out the instructions.

**14.3 Examiners**

14.3.1 MD (Hom) Regular degree in concerned subject, (3years of regular study), included in the second schedule of the act.

14.3.2 Reader/ Associate Professor with a total teaching experience of not less than seven years in the concerned subject

14.3.3 A panel of examiners shall be prepared by the University for a period of 3 years which shall be approved by the Central Council of Homoeopathy. One of examiners shall be the guide. Minimum number of examiners shall be three, out of which 50% should be external.

**15. CRITERIA FOR PASS:**

For passing the examination Direction given by Central Council of homeopathy New Delhi, Department of Ayush, Govt. of India and applicable state Govt. norms will be followed.

**16. MIGRATION AND TRANSFER**

Migration / Transfer of students undergoing any post graduate course shall not be permitted under any circumstances.

**17. SCHEME OF EXAMINATION (COMMON TO ALL SPECIALTIES):**

Scheme of examination will be as prescribed by Central Council of homeopathy New Delhi, Department of Ayush, Govt. of India and applicable state Govt. norms

**18. DECLARATION OF RESULTS:**

All the examiners shall jointly assess the knowledge of the candidate for recommending the result to the University.

For Part I & Part II exams, Board of examiners shall convene a meeting after the completion of Viva Voce/ Practical examination to finalize the results and to recommend to the University that a candidate may be declared as passed or failed.

For Part I & Part II examinations, a candidate who fails in any of the three general subjects or special subjects shall be declared to have failed in that subject or subjects only, and he shall have to appear for the failed subject or subjects only on subsequent appearance in the examination

A candidate who failed in the examination may appear again in the next examination without undergoing further course of study.

**19. CONDONATION OF DEFICIENCY IN MARKS:**

The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".

**20. REVALUATION/ RE-TOTALING:**

- 20.1 Re-totalling- The university on application and remittance of stipulated fees as prescribed by the university shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subjects for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.
- 20.2 Revaluation- Revaluation of theory papers in all years of study of the MD(Homoeopathy) course shall be permissible by the university on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be re-evaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

**21. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances

- 21.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 21.2 Failing to complete the program within six years of commencement of the program.
- 21.3 Involvement in gross indiscipline in the Institute / University.
- 21.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**22. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 26****BACHELOR OF AYURVEDIC MEDICINE & SURGERY (BAMS)**

This ordinance shall provide regulation of Sri Aurobindo University running Bachelor degree Program of Ayurvedic Medicine & Surgery (B.A.M.S.). The programme shall be governed by the norms, rules and guidelines of the concerned council the Central Council of Indian Medicine, New Delhi and the policies of Government of India/ Government of Madhya Pradesh

**1. STRUCTURE OF B.A.M.S. PROGRAMME:**

The duration of the programme of instruction for the degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery) shall be Four Years and Six Months, followed by compulsory Rotatory Internship for one year.

This period of Five Year and Six Months will be divided as follows:

First Professional	12 month
Second Professional	12 month
Third Professional	12 month
Final Professional	18 months
Compulsory Rotatory Internship	12 months

**2. ELIGIBILITY FOR ADMISSION:**

- 2.1 Admission to the Programme is open to a candidate who has passed his/her 12<sup>th</sup> examination from any recognized board in Physics, Chemistry & Biology and English as Compulsory subject with 50% or any equivalent degree, for general category and 40% for SC, ST and other Backward classes.
- 2.2 Candidate with benchmark disabilities under the Rights of Person with Disabilities Act, 2016 (49 of 2016), the minimum qualifying marks in qualifying examination in Physics, Chemistry & Biology shall be 45% for General Category & 40% for SC, ST and other Backward classes.

- 2.3 No Candidate shall be admitted to BAMS Degree courses unless he/she has attained the age of seventeen years on or before the 31<sup>st</sup> December of the year of admission in the first year of the course and not older than the age of twenty five years on or before the 31<sup>st</sup> December of the year of admission in the first year of the course, provided that the upper age limit may be relaxed by five years for SC, ST and other Backward classes and physically handicapped candidates.
- 2.4 The candidates need to appear in the 'National Eligibility Entrance Test' (NEET) for admission to under-graduate course in each academic year and shall be conducted by an authority designated by the Central Government.
- 2.5 In order to be eligible for admission to under-graduate course for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in the 'National Eligibility Entrance Test' for under-graduate course held for the said academic year, all guidelines issued by Government of India and State Government for admission will be followed.

**3. ADMISSION PROCESS:**

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee, following the norms of Central Council of Indian Medicine, New Delhi.

**4. NUMBER OF SEATS FOR THE PROGRAM:**

It will be decided by the university from time to time, as per the norms laid down by Central Council of Indian Medicine, New Delhi / other concerned Apex Regulatory Bodies and as approved by Government of India.

**5. FEE STRUCTURE:**

- 5.1 Tuition Fees and any other permitted fees is payable yearly.
- 5.2 The Examination fee to be paid by a candidate shall be as per University norms for each examination or a part thereof.
- 5.3 Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each year

- 5.4 Fees, once paid, and if student has started attending the classes, will not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- 5.5 The Fees of this Course shall be as decided by the Board of Management of the University and after the approval of M.P. Private University Regulatory Commission.
- 5.6 The fees structured laid down in the admission bulletin of the specific year will remain applicable all through the course duration of the candidates who have taken admission the concerned academic year.

#### **6. ACADEMIC SYSTEM:**

- 6.1 There will be normally one academic cycle every year from July to June.
- 6.2 Examination Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.
- 6.3 The examination shall be held according to the syllabus prescribed by central council of Indian Medicine New Delhi and adopted by the University for regular students. Provided that the syllabus for candidates for the compartment examination shall be the same as was in force in the last Annual Examination.
- 6.4 The period of theory and practical shall not be less than 60 minutes (one hour). The duration of the practical of clinical subjects and Rachna Sharir (Dissection) shall be of at least 120 minutes (Two hours).
- 6.5 Clinical training of the students in the hospital attached with college as per regulation laid by central regulatory authorities.

#### **7. ATTENDANCE:**

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and 75% in practical.

**8. ELIGIBILITY FOR THE AWARD OF THE DEGREE:**

- 8.1 The minimum marks required to pass in each subject shall be 50% (written & practical separately).
- 8.2 The final results shall be declared after taking into account the marks obtained by the candidate in all the examination & candidates who obtain more than 75% marks and passed in the first attempt all the examinations within the normal period of instructions shall be declared to have passed with distinction.
- 8.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".
- 8.4 Every successful candidate shall be granted a Certificate-cum detail marks card of each examination. Marks obtained in each subject shall be supplied to unsuccessful candidates also. Provided that a candidate who qualifies all the four and half Year examinations of Ayurvedacharya will be issued a Degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) B.A.M.S after completion of internship.
- 8.5 Every candidate on passing the Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) course of studies shall be required to, undergo compulsory rotatory internship training for a period of one year as under before the degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) is conferred upon his /her.

Departments	Distribution of Six Months	Distribution of Twelve months
1. Kayachikitsa	2 Months	4 Months
2. Shalya	1 Month	2 Months
3. Shalkya	1 Month	2 Months
4. Prasuti Tantra & Stri Roga	1 Month	2 Months
5. Kaumarbhritya	15 Days	1 Month
6. Panchkarma	15 Days	1 Month

- 8.6 Six months training of interns will be carried out with an object to orient and acquaint the intern with National health program. The intern will have to join in one of the following institute for undertaking such training.

- a) Primary Health Centre
- b) Community Health Centre/ District Hospital
- c) Any Hospital of Modern Medicine
- d) Any Ayurveda Hospital or Dispensary
- e) All the above centers (a, b, c and d) will have to be recognized by the concerned University and concerned Government designated authority for taking such a training

**NOTE:** Internship will start after the declaration of final year B.A M S examination result and Registration of Madhya Pradesh Ayurveda Unani Chikitsa Board, Bhopal

**9. RE-EVALUATION/ RE-TOTALING:**

- 9.1 Student may apply for Re-evaluation and/or Re-totalling of the answer sheet of the appeared subject, post result for any doubt in the marks obtained.
- 9.2 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University

**10. GENERAL INSTRUCTIONS:**

- 10.1 Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- 10.2 The subject to be studied in different year include lab work, practical, implant training, project etc shall be as per the course regulating authority, University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- 10.3 Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- 10.4 The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.
- 10.5 The medium of Instruction and Examination shall be Hindi and English.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 27**

**Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda)**  
**Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda)**

This ordinance shall provide regulation of Sri Aurobindo University running Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda) – subject concern / Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda) – subject concern. The programme shall be governed by the norms, rules and guidelines of the concerned council the Central Council of Indian Medicine, New Delhi and the policies of Government of India/ Government of Madhya Pradesh

**1. DURATION:**

The duration of the programme for Ayurveda Vachaspati – Doctor of Medicine in Ayurveda (M.D. Ayurveda) & Ayurveda Dhanwantri – Master of Surgery in Ayurveda (M.S. Ayurveda) – subject concern shall be three Years.

**2. SPECIALIZATION:**

In which post-graduate degrees can be conducted:

The post-graduate degree may be allowed in the following specialties:

Sr. No.	Name of Specialty	Nearest terminology of modern subject	Department in which PG degree can be conducted
1.	Ayurveda Samhita Evam Sidhanta	Ayurveda Samhita & Basic Principles of Ayurveda	Samhita & Basic Principal of Ayurveda
2.	Rachna Sharir	Anatomy	Rachna Sharir
3.	Kriya Sharir	Physiology	Kriya Sharir
4.	Dravyaguna Vigyana	Materia Medica & Pharmacology	Dravyaguna
5.	Rasa Shastra Evam Bhaisajya Kalpana	Ayurveda Pharmaceuticals	Rasa Shastra Evam Bhaisajya Kalpana

6.	Rog Nidan Evam Vikriti Vigyan	Diagnostic Procedure & Pathology	Rog Nidan Evam Vikriti Vigyan
7.	Prasuti Evam Stri Roga	Obstetrics & Gynecology	Stri Roga Evam Prasuti
8.	Kaumarbhritya - Bala Roga	Pediatrics	Kaumarbhritya - Bala Roga
9.	Swasthavritta	Preventive Social Medicine	Swasthavritta
10.	Kayachikitsa	Medicine	Kayachikitsa
11.	Rasayan Evam Vajikaran	Rejuvenation and aphrodisiacs	Kayachikitsa
12.	Manovigyana Evam Manas Roga	Psychiatry	Kayachikitsa
13.	Shalya	Surgery	Shalya Tantra
14.	Shalakya	Disease of Eye, Ear, Nose, Throat Head Neck Oral and Dentistry	Shalakya Tantra
15.	Panchkarma	Panchakarma	Panchakarma
16.	Agada Tantra	Toxicology and Forensic Medicine	Agada Tantra
17.	Yoga	Yoga	Swasthavritta

3. The nomenclature of post-graduate degree in respective specialties shall be as follows:

Sr. No.	Name of Specialty	Abbreviation
1.	Ayurveda Vachaspati – Ayurveda Samhita Evam Sidhanta	M D (Ayurveda) – Samhita & Basic Principal
2.	Ayurveda Vachaspati – Rachna Sharir	M.D. (Ayurveda) – Anatomy
3.	Ayurveda Vachaspati – Kriya Sharir	M D. (Ayurveda) – Physiology
4.	Ayurveda Vachaspati – Dravya Guna Vigyana	M.D (Ayurveda) – Materia Medica & Pharmacology
5.	Ayurveda Vachaspati – Ras Shastra Evum	M.D. (Ayurveda) – Pharmaceuticals

	Bhaisajya Kalpana	
6	Ayurveda Vachaspati – Rog Nidan evam Vikriti Vigyan	M.D. (Ayurveda) – Diagnostic Procedure & Pathology
7.	Ayurveda Dhanwantri – Prasuti evam Stri Roga	M.S (Ayurveda) – Obstetrics & Gynecology
8	Ayurveda Vachaspati – Kaumarbhritya - Bala Roga	M.D (Ayurveda) – Pediatrics
9.	Ayurveda Vachaspati – Swasthavritta	M.D. (Ayurveda) – Preventive Social Medicine
10.	Ayurveda Vachaspati – Kayachikitsa	M.D. (Ayurveda) – Medicine
11.	Ayurveda Vachaspati – Rasayan evam Vajikaran	M.D (Ayurveda) – Rejuvenation and aphrodisiacs
12.	Ayurveda Vachaspati – Mano Vigyana evam Manas Roga	M.D. (Ayurveda) – Psychiatry
13.	Ayurveda Dhanwantri – Shalya	M.S (Ayurveda) – Surgery
14.	Ayurveda Dhanwantri – Shalakya	M.S. (Ayurveda) – Disease of Eye, Ear, Nose, Throat Head Neck Oral and Dentistry
15.	Ayurveda Vachaspati – Panchkarma	M D. (Ayurveda) – Panchkarma
16.	Ayurveda Vachaspati – Agad Tantra	M.D. (Ayurveda) – Toxicology & Forensic Medicine
17.	Ayurveda Vachaspati – Yoga	M.D. (Ayurveda) – Yoga

#### 4. ELIGIBILITY FOR ADMISSION:

- 4.1 A person possessing the degree of Ayurvedacharys (BAMS) from a recognized University or Board or medical institution specified in the Second Schedule to the Act and enrolled in Central of State register of Indian System of Medicine shall be for admission in the post-graduate degree course
- 4.2 Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria



approved by the Committee, following the norms of Central Council of Indian Medicine, New Delhi.

- 4.3 The University or Board or medical institution as the case may be, shall constitute an admission Committee, which shall supervise the admission procedure under the guidelines of State government issued from time to time.
- 4.4 The Selection of candidate shall be made strictly on the basis of merit list provided by AIAPGET.
- 4.5 The minimum eligibility marks for admission in the case of general candidates shall be fifty per cent of the total index of marks and in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes and regular Government service candidates shall be forty per cent.
- 4.6 The sponsored candidates shall also be required to possess the percentage of marks specified in sub-regulations (5) except foreign nationals.
- 4.7 It will be decided by the university from time to time, as per the norms laid down by Central Council of Indian Medicine, New Delhi / other concerned Apex Regulatory Bodies and as approved by Government of India.
- 4.8 There will be normally one academic cycle every year from July to June.  
Examination, Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities
- 4.9 Reservation for all categories shall be applicable as per State Government / Central Government policy
- 4.10 Change of subject shall be permissible within a period of two months from the date of admission, subject to availability of vacancy and guide in the concerned Department.

#### **5. DURATION OF COURSE AND ATTENDANCE:**

- 5.1 The student shall have to undergo a study for a period of three years after the admission
- 5.2 The students shall have to attend minimum seventy five per cent of total lectures, practicals and clinical tutorials or classes to become eligible for appearing in the examination.

- 5.3 The students shall have to attend the hospital and other duties as may be assigned to them during the course of study.
- 5.4 The students of Clinical subject shall have to do Resident duties in their respective departments and student of non-clinical subject have duties in their respective departments like Pharmacy, Herbal Garden, Laboratory during entire period
- 5.5 The students shall have to attend special lectures, demonstrations; seminars, study tours and such other activities as may be arranged by the teaching departments.
- 5.6 The maximum duration for completion of the course shall not exceed beyond the period of six years from the date of admission to the course.

#### **6. METHOD OF TRAINING:**

- 6.1 In the first year of the course, the students shall have to acquire knowledge in the applied aspects of the fundamentals of Ayurveda.
- 6.2 Intensive training shall be provided in classical knowledge along with comparative and critical study in the respective specialty.
- 6.3 The emphasis shall be given on intensive applied and hand on training
- 6.4 The students shall have to acquire the knowledge about the methods and techniques of research in the respective fields making use of Information Technology.
- 6.5 In clinical subjects the students shall undertake responsibility in management and treatment of patients independently and deal with emergencies
- 6.6 The students shall have to undertake training in teaching technology and research methods and shall have to participate in the teaching and training programmes of Under-Graduate students or interns in the respective subjects during the course of studies
- 6.7 In the clinical training the student shall have to acquire the knowledge of independent work as a specialist.

- 6.8 In the specialties of Shalya, Shalakya and Prasuti & Stri Roga the student shall have to undergo training of investigative procedures, techniques and surgical performance of procedures and management in the respective specialty.

**7. DISSERTATION:**

- 7.1 Central Scientific Advisory Post Graduate Committee appointed by CCIM shall suggest the areas of Research and topics to be focused every academic year to make campaigning of evidence based Ayurveda to the need of global standards and achieve publications and the same shall be followed by University Committee while approving the Dissertation title.
- 7.2 The title of the dissertation along with synopsis, with approval of the ethics committee constituted by the institute as per Regulations of concerned University, shall be submitted to the University within a period of six months from the date of admission to PG course.
- 7.3 If the student fails to submit the title of the dissertation and synopsis within a period specified under sub regulation (2) his terms for final PG course will be extended for six months or more in accordance with the time of submission of the synopsis to the University
- 7.4 The synopsis of the proposed scheme of work should indicate the familiarity of student with the proposed theme of work, the name of the department and the name and designation of the guide or supervisor and co-guide, if any. The University should approve the synopsis not later than three months after submission of the synopsis.
- 7.5 A Board of Research studies shall be constituted by the University for approving the title.
- 7.6 The University should display the approved synopsis of dissertation on their website
- 7.7 The subject of every dissertation shall be research, practical oriented, innovative and helpful in the development of Ayurveda. The subject of the dissertation shall have relation with the subject matter of the specialty.

- 7.8 Once the title for dissertation is approved by the Scrutiny Committee of the University, the student shall not be allowed to change the title or the proposed theme of work without permission of the University.
- 7.9 No student shall be allowed to submit the dissertation before six months of final year. However, the student shall continue his or her regular study in the institute after submission of dissertation
- 7.10 The dissertation shall contain the methods and data of the research carried out by the student on the problem selected by him and completed under the guidance of the teacher approved by the University.
- 7.11 The dissertation shall consist of critical review of literature, methodology, results of the research, discussion on the basis of research findings of the study summary conclusion, and references cited in the dissertation should be suitable for publication.
- 7.12 The dissertation shall consist of not more than forty thousand words.
- 7.13 The dissertation shall contain, at the end, a summary of not more than one thousand five hundred words and the conclusion not exceeding one thousand words
- 7.14 The guide or supervisor shall be a person of status of a Professor or Reader/Associate Professor
- 7.15 Lecturer or Assistant Professor having five years University approved teaching experience in the subject concerned shall eligible for guide or supervisor.
- 7.16 Five copies of the bound dissertation along with a certificate from the supervisor or guide should reach the office of the Registrar of the University four months before the final examination.
- 7.17 The dissertation shall be assessed by two external and one internal examiners appointed by the University
- 7.18 The dissertation shall be accepted only after the approval of examiners appointed under sub-regulation (17) and in case of disapproval by one external examiner; the dissertation shall be referred to third examiner
- 7.19 If the dissertation is not accepted by two external examiners, the same shall be returned to the student with the remarks of the examiners and the student can

resubmit the dissertation after making necessary improvement in the light of examiners' report to the University within a further period of six months.

- 7.20 The student shall be permitted to appear in the final examination of Post-graduate degree course only after the examiners appointed for the purpose have approved the dissertation.
- 7.21 Inter-disciplinary research may be done by co-opting the guide or supervisor from the concerned specialty.
- 7.22 If a Para-clinical or pre-clinical subject student takes a thesis topic involving clinical trials then he/she shall work under Co-guide of a clinical teacher of the specialty concerned for preparing the thesis.

#### **8. EXAMINATION AND ASSESSMENT:**

- 8.1 The post-graduate degree course shall have two examinations in the following manner: -
- a) The preliminary examination shall be conducted at the end of one academic year after admission;
  - b) The final examination shall be conducted on completion of three academic years after the admission to PG Course;
  - c) Examination shall ordinarily be held in the month of June or July and November or December every year,
  - d) For being declared successful in the examination, student shall have to pass all the subjects separately in preliminary examination;
  - e) The student shall obtain minimum 50% marks in Practical and theory subjects separately to be announced as pass;
  - f) If a student fails in preliminary examination, he/she shall have to pass in that subject before appearing in the final Examination;
  - g) If the student fails in theory or practical in the final examination, he/she can appear in the subsequent examination without requiring to submit a fresh dissertation.
  - h) The subsequent examination for failed candidates shall be conducted at every six months interval

- i) The post-graduate degree shall be conferred after the dissertation is accepted and the student passes the final examination
- 8.2 The examination shall be aimed to test the clinical acumen, ability and working knowledge of the student in the practical aspect of the specialty and his/her fitness to work independently as a specialist.
- 8.3 The clinical examination shall aim at a careful assessment of the competence of the student, so that his / her familiarity with Ayurveda and scientific literature in the specialty could be judged
- 8.4 The viva-voce part of the practical examination shall involve extensive discussion on any aspect of the specialty

**9. SUBJECTS OF EXAMINATION:**

- 9.1 The preliminary examination at the end of one academic year after admission shall be conducted in the following subjects: -
  - Paper I
    - Part A – Research Methodology
    - Part B – Bio/ Medical statistics
  - Paper II
    - Part A – Applied aspects of fundamentals regarding concerned subjects.
    - Part B – Concerned subjects
- 9.2 The student shall have to undergo training in the department concerned and shall maintain month-wise record of the work done during the last two years of study in the specialty opted by him/her as under:
  - a) Study of literature related to specialty,
  - b) Regular clinical training in the hospital for student of clinical subject.
  - c) Practical training of research work carried out in the department for student of non - clinical subject.
  - d) Participation in various seminars, symposia and discussions,
  - e) Progress of the work done on the topic of dissertation.

- 9.3 The assessment of the work done by the student of first year post graduate course during the first year as specified in sub-regulation (2) shall be done before the preliminary examination.
- 9.4 The final examination shall include dissertation, written papers and clinical, or practical and oral examination.
- 9.5 There shall be four theory papers in each specialty and one practical or clinical and viva-voce examination in the concerned specialty or group of sub-specialties selected by the student for special study.
- 9.6 The student shall have to publish / accepted at least one Research paper on the basis of his research work in one Journal based on his dissertation and one paper presentation in Regional level Seminar.

**10. MODE OF EXAMINATION AND APPOINTMENT OF EXAMINER(S):**

- 10.1 The preliminary examination and final examination shall be held in written, practical, clinical and oral examination.
- 10.2 The preliminary examination shall be conducted by a team of two examiners, out of which one examiner shall be external from any other institution and the final examination shall be conducted by a team of four examiners, out of which two examiners shall be external from any other institution
- 10.3 A teacher with five year teaching or research experience in concerned subjects or specialty shall be considered eligible for being appointed as an examiner

**11. FACILITIES FOR POSTGRADUATE STUDENTS:**

The stipend and contingency shall be provided at the rates prevailing in the State for other medical postgraduate students.

**12. STUDENTS TEACHER RATIO:**

- 12.1 The teacher student ratio shall be such that the number of post-graduate teachers to the number of post-graduate students admitted per year is

maintained at 1:3 in case of Professors 1:2 in case of Reader or Associate Professor.

- 12.2 The teacher student ratio shall be 1:1 in case of Lecturer or Assistant Professor having of Five years teaching experience.

**13. NUMBER OF SEATS FOR THE PROGRAM:**

- 13.1 It will be decided by the university from time to time, as per the norms laid down by Central Council of Indian Medicine, New Delhi / other concerned Apex Regulatory Bodies and as approved by Government of India.
- 13.2 The maximum number of students per year per specialty shall not exceed twelve.

**14. FEE STRUCTURE:**

- 14.1 Tuition Fees and any other permitted fees is payable yearly.
- 14.2 The Examination fee to be paid by a candidate shall be as per University norms for each examination or a part thereof.
- 14.3 Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each year.
- 14.4 Fees, once paid, and if student has started attending the classes, will not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared
- 14.5 The Fees of this Course shall be as decided by the Board of Management of the University and after the approval of M.P. Private University Regulatory Commission.
- 14.6 The fees structured laid down in the admission bulletin of the specific year will remain applicable all through the course duration of the candidates who have taken admission the concerned academic year.



**15. GENERAL INSTRUCTIONS:**

- 15.1 Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- 15.2 The subject to be studied in different year include lab work, practical, implant training, project etc. shall be as per the course regulating authority, University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- 15.3 Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- 15.4 The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.
- 15.5 The medium of Instruction and Examination shall be Hindi and English.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 28****KAMILE-TIB-O-JARAHAT****(BACHELOR OF UNANI MEDICINE AND SURGERY- B.U.M.S.)**

This ordinance shall provide regulation of Sri Aurobindo University running degree Program in Kamile Tib-o-Jarahat (Bachelor of Unani Medicine and Surgery- B.U M.S). The programme shall be governed by the norms, rules and guidelines of the concerned regulatory council and the policies of MP state Government.

**STRUCTURE OF B.U.M.S. PROGRAM:****1. AIMS AND OBJECTIVES:****1.1 AIMS:**

- 1.1.1 To promote sustainable development of higher education consistent with statutory and regulatory requirements.
- 1.1.2 To plan and continuously provide necessary infrastructure, learning resources required for quality education and innovations.
- 1.1.3 To stimulate to extend the frontiers of knowledge, through faculty development and continuing education programs.
- 1.1.4 To make research a significant activity involving staff, students and society.
- 1.1.5 To promote industry/organization, interaction/collaborations with regional / national / international bodies.
- 1.1.6 To establish healthy systems for communication among all stakeholders for vision oriented growth
- 1.1.7 To fulfil the national obligation through rural health missions.
- 1.1.8 Proficiency in the diagnosis and skills of basic Unani Medicine & Surgery procedures and techniques with adequate theoretical basis and rationale of medical & allied health sciences.

**1.2 OBJECTIVES:**

The objective of the course shall allow

- 1.2.1 To produce competent graduates having a deep basis of Unani with modern scientific knowledge in accordance with Unani fundamentals with extensive practical training so as to become Unani Physician and Surgeon and Research worker fully competent to serve in the medical and health services of the country.
- 1.2.2 To implement effectively the programs through creativity and innovation in teaching, learning and evaluation.
- 1.2.3 To make existing program more career oriented through effective review of the system and redesign of curriculum.
- 1.2.4 To impart spirit of enquiry and scientific temperament among students through research oriented activities
- 1.2.5 To enhance reading and learning capabilities among faculty and students and inculcate sense of lifelong learning.
- 1.2.6 To promulgate process for effective, continuous, objective oriented student performance evaluation
- 1.2.7 To ordinate periodic performance evaluation of the faculty
- 1.2.8 To incorporate themes to build values, civic responsibilities & sense of national integrity.
- 1.2.9 To ensure that the academic, career & personal counselling are in-built into the system of curriculum delivery
- 1.2.10 To strengthen, develop and implement staff and student welfare programs.
- 1.2.11 To adopt and implement principles of participation, transparency and accountability in governance of academic and administrative activities.
- 1.2.12 To constantly display sensitivity and respond to changing educational, social, and community demands.
- 1.2.13 To promote public- private partnership
- 1.2.14 To acquire adequate theoretical & practical knowledge in the basic medical subjects
- 1.2.15 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.

1.2.16 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.

## **2. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

2.1 Admission to Kamile Tib O Jarahat course. A candidate seeking admission to main Kamile Tib O Jarahat (Bachelor of Unani Medicine and Surgery-B.U.M.S.) Course must have passed-

- Intermediate (10+2) or its equivalent examination with at least fifty per cent. aggregate marks in the subjects of Physics, Chemistry and Biology and the candidate shall have passed 10th standard with Urdu or Arabic or Persian language as a subject, or clear the test of Urdu of 10th standard (wherever there is provision to conduct of such test) in the entrance examination conducted by the University or Board or registered Society or Associations authorized by the Government to conduct such examination.
- For reserved category or special category like physically handicapped students in 10+2, they shall be given relaxation in of Physics, Chemistry and Biology marks for admission in BUMS as per concerned State and Central rules.
- For foreign students any other equivalent qualification to be approved by the University shall be allowed; or
- The Pre-Tib examination of one-year duration.

2.2 -

- There shall be a uniform entrance examination for all medical institutions at the under-graduate level, namely the National Eligibility Entrance Test (NEET) for admission to under-graduate course in each academic year and shall be conducted by an authority designated by the Central Government
- In order to be eligible for admission to under-graduate course for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in the 'National Eligibility Entrance Test for undergraduate course' held for the said academic year'

**NOTE:** Academic qualification and selection criteria for admission will be followed as per Direction given by Central Council of Indian Medicine New Delhi, Department of Ayush, Govt. of India and applicable State Govt. norms

- 2.3 The minimum age for admission shall be 17 years on 31st December of academic year of admission.
- 2.4 On admission, every candidate shall have to get fitness certificate from SAIMS Hospital.
- 2.5 The course shall be commencing from the as per apex council/university schedule of every academic year.

### 3. **DURATION OF COURSE:**

The duration of the programme of instruction for the degree of Unani Medicine And Surgery shall be 5 and 1/2 year, comprising:-

First Professional session	12 months
Second Professional session	12 months
Third Professional session	12 months
Final Professional session	18 months
Compulsory Rotatory Internship	12 months

### 4. **MEDIUM OF INSTRUCTION:**

Medium of Instruction shall be Urdu substantiated with English & Arabic where ever necessary. The terminology for modern subjects shall be standard modern terminology with Arabic equivalent. For Unani subjects the terminology shall essentially remain standard Arabic terminology.

### 5. **REQUIREMENTS FOR EXAMINATION AND ATTENDANCE:**

Examination will be conducted by the university

- 1st Year at the end of the 1st Professional Session
- 2nd Year at the end of the 2nd Professional Session.
- 3rd Year at the end of the 3rd Professional Session.
- B U.M.S. Final Examination at the end of the Final Professional Session.

- Examination shall be in Theory, Practical and Clinical. A candidate will be permitted to appear for the University Examination in the subject only if:
  - He has not less than 75% of attendance in Theory and Practical/Clinical in each subject or Attendance Policy of University.
  - He obtains a Progress Certificate from Head of the institution of having satisfactory completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.

#### **6. SCHEME OF EXAMINATION:**

The examinations are to be conducted to assess whether the candidate has acquired the necessary minimum skill and the knowledge of basic concepts of the fundamentals essential for day to day professional work

6.1 The Examination will be held ones a year for all the three professional sessions and for final professional session after one and a half year.

6.2 The students desirous for appearing for the University Examination shall submit the application form duly filled in along with prescribed examination fees. Incomplete application form submitted without prescribed fee or application form submitted after due date will be rejected; and student shall not be allowed to appear for the examination.

6.3 A student who satisfies the clause 3 and following requirements duly certified by the Principal of the B.U M.S. College/Institution recognized by this University for B.U.M.S. course shall be eligible to appear in the first/ second/Third/Final year B.U.M S. examination:

6.3.1 of having good character;

6 3 2 of having attended the prescribed course,

6 3 3 of having attended not less than

- 75% of all course of lectures delivered; and
- 75% of full course of practicals/ Clinical held separately.
- Or as per University Policy.

6.4 Internal assessment:

- 6.4.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.
- 6.4.2 Regular periodical examinations shall be conducted throughout the course. The question of number of examinations is decided by to the institution/University
- 6.4.3 Day to day records should be given importance during internal assessment.
- 6.4.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

Note: Internal assessment shall relate to different ways in which student's participation in learning process during semesters is evaluated, some examples are as follows.

- Preparation of subject for students' seminar.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in project for health care in the community (Planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions/Very Short Questions (MCQ/VSQs) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

**6.5 Criteria for Passing:**

- 6.5.1 In all the University examinations, the candidate shall have to obtain 50% marks separately in Theory plus viva voce plus internal Assessment and Practical plus Internal Assessment examination separately.
- 6.5.2 The candidate must secure minimum 50% marks in each head of passing. There shall be three head of passing i.e. Theory, Practical & Internal

Assessment. However candidate securing 35% marks in internal Assessment will have to compensate 15% marks in University examination – Theory/Practical to pass the Subject

6.5.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

- 6.6 Each Theory paper will be of three hours
- 6.7 Not more than 40 candidates should be examined in one day in Clinical or Practical examination / subject.
- 6.8 If candidate fails either in Theory or in Practical/ Clinical Examination of a subject he/she will have to appear for both theory and practical/clinical examination again.
- 6.9 Internal Assessment marks list shall be submitted to the University office at least two weeks before the commencement of theory examinations.
- 6.10 The candidate is required to obtain Pass Marks in each of the Theory and Practical. Candidate has to pass all subjects separately in main exam / internal exam. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, have the option to improve his/her marks of sessional examinations at the time of appearing in the Betterment test.
- 6 11 A candidate who has completed the prescribed course and is unable to appear in the examination or having appeared has failed, may be admitted to subsequent examinations, on payment of the prescribed fee on each occasion and on presenting a certificate signed by the Dean/Principal of college/ Institution in which he/she completed the course, that he/she subsequent to his/her last failure attended a course of training/hospital practice, in the subjects of the examination as the Principal may determine
- 6.12 The examination shall be held according to the scheme of examination and syllabus prescribed by the Academic Council. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to syllabus prescribed by the University for regular



students provided that the syllabus for the candidates of supplementary examination shall be the same as was in force in the last main examination

- 6.13 Syllabus & Scheme of the examination shall be decided by the Academic council of the University from time to time as per guidelines from statutory body/ Council.

**7. FEE:**

The examination fee to be paid by a candidate shall be as per University norms for each examination, or a part thereof.

**8. EVALUATION:**

The minimum marks required to pass in each subject shall be 50% (written & practical separately).

- 8.1 The final results shall be declared after taking into account the marks obtained by the candidate in all the examination & candidates who obtain more than 75% marks have passed in the first attempt all the examinations within the normal period of instructions shall be declared to have passed with distinction

- 8.2 Every successful candidate shall be granted a Certificate-cum Detail marks card of each examination. Marks obtained in each subject shall be supplied to unsuccessful candidates also Provided that a candidate who qualifies all the four and half Year examinations of Bachelor Of Unani Medicine And Surgery will be issued a Degree of Kamile-Tib-O-Jarahat (Bachelor of Unani Medicine & Surgery-B.U.M S) after completion of internship.

8.2.1 The candidates before presenting themselves for this examination shall obtain a certificate of completing the prescribed subject of the first year examination.

8.2.2 A candidate failed in one or more subjects in examination shall be eligible to appear in supplementary examination

8.2.3 Candidates who fail to pass the 1<sup>st</sup> year examination in three consecutive opportunities shall not be allowed to continue their studies However, in case of personal illness of a serious nature of a candidate & in

unavoidable condition/circumstances, the V.C may permit one more opportunity for passing the 1<sup>st</sup> professional course.

- 8.3 A person who has passed 2nd prof. B.U M.S examination shall be eligible to join the Next year B.U.M.S course. However, a candidate who fails in the 2nd Year examination may be allowed to attend the next higher class i.e. the third prof. B.U.M.S course, but will not be allowed to appear in the examination of the next higher year B U.M.S. till he passes in all the subjects of 2nd year B.U.M.S. examination
- 8.4 A candidate who fails in the Annual Examination but has obtained at least 50% marks in any (written & practical) separately at the examination shall be exempted from reappearing in the subject (s).
- 8.5 All the students shall appear at the Sessional examination. At least two Sessional examinations shall be conducted in each subject in each academic year. Normally there should be no arrangements for holding supplementary examination after the Sessional examinations are over, except in cases where the genuineness of absentee is justified.
- 8.6 Every candidate on passing the Bachelor of Unani Medicine & Surgery course of studies shall be required to, undergo compulsory internship training for a period of one year
- 8.7 Normally one-year internship programme shall be divided into clinical training of six months in the Unani hospital attached to the college and six months in Primary Health Centre or Community Health Centre or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of modern medicine: Provided that where there is no provision or facility or permission of the State Government for allowing the graduate of Unani in the hospital or dispensary of Modern Medicine, the one year Internship shall be completed in the Hospital of Unani College

NOTE: Internship will start after the declaration of final year B U.M.S. examination result and Registration of State Medicine Council

**9. DIVISION AND MERIT LIST:**

- 9.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

There shall be Divisions as follows

Distinction 75% and above of grand total marks in First attempt.

First Division >60% and <75% of grand total marks in First attempt.

Second Division: >50% and <60% of grand total marks in First attempt.

Distinction in individual subject. >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

- 9.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination, the merit list shall include the first 5 candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**10. RE-EVALUATION/ RE-TOTALING:**

- 10.1 Student may apply for Re-evaluation and/or Re-totalling of the answer sheet of the appeared subject; post result for any doubt in the marks obtained.
- 10.2 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

**11. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 29**

**Post Graduate Degree Course for**  
**Mahire Tib [Doctor of Medicine(MD) – Unani Medicine]**  
**or**  
**Mahire Jarahat [Master of Surgery(MS) – Unani Medicine]**

This ordinance shall provide regulation of Sri Aurobindo University running post- graduate degree Program in Unani Medicine viz. Mahire Tib (MD) and Mahire Jarahat (MS). The programme shall be governed by the norms, rules and guidelines of the concerned regulatory council and the policies of MP state Government

**1. AIMS AND OBJECTS:**

The aims and objects of the post-graduate degree courses in Unani medicine shall be to provide orientation of specialties and super specialties in Unani medicine and to produce experts and specialists, who can be competent and efficient teachers, physicians, surgeons, pharmaceutical experts and researchers in their respective fields.

**2. NOMENCLATURE OF POST-GRADUATE DEGREE:**

The nomenclature of post-graduate degree in respective specialties shall be as under: -

**SUBJECTS OF AWARDS****Mahire Tib (Doctor of Medicine – M.D.)**

<b>Sl.No.</b>	<b>Nomenclature of speciality or degree</b>	<b>Abbreviation</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1.	Mahire Tib –Kulliyate Tib	M D (Unani) - Basic principles of Unani medicine
2.	Mahire Tib –Munafeul Aza	M.D. (Unani) - Physiology
3.	Mahire Tib –Ilmul Advia	M D. (Unani) - Pharmacology
4.	Mahire Tib –Ilmul Saidla	M.D. (Unani) - Pharmacy
5.	Mahire Tib –Tahaffuzi waSamaji Tib	M.D (Unani) - Preventive and

		Community medicine
6	Mahire Tib –Amraze Atfal	M D (Unani) - Paediatrics
7.	Mahire Tib -Moalajat	M D (Unani) - Medicine
8.	Mahire Tib –Mahiyatul Amraz	M D (Unani) - Pathology
9.	Mahire Tib -Ilaj bit Tadabeer	M.D (Unani) - Regimenal therapy
10.	Mahire Tib –Amraze Jild	M.D. (Unani) - Dermatology

#### **Mahire Jarahat (Master of Surgery – M.S.)**

Sl.No.	Name of speciality	Abbreviation
(1)	(2)	(3)
11.	Mahire Jarahat-Tashreehul Badan	M.S (Unani) - Anatomy
12.	Mahire Jarahat-Ilmul Jarahat	M.S. (Unani) - Surgery
13.	Mahire Jarahat-Amraze Uzn, Anf wa Halaq	M.S. (Unani) - Diseases of Ear, Nose and Throat
14.	Mahire Jarahat- Qabalat wa Amraze Niswan Tibb	M D. (Unani) - Obstetrics and Gynaecology

### **3. STATEMENT OF THE COMPETENCIES:**

Keeping in view the general objectives of postgraduate training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the program so that he or she can direct the efforts towards the attainment of these competencies.

### **4. COMPONENTS OF THE POSTGRADUATE CURRICULUM:**

The major components of the Postgraduate curriculum shall be

- 4.1 Theoretical knowledge
- 4.2 Practical and clinical skills
- 4.3 Writing Thesis / Research articles.
- 4.4 Attitudes including communication skills.
- 4 5 Training in research methodology, Medical Ethics and Medico legal aspects.

**5. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 5.1 A person holding the degree of Kamile Tib-o-Jarahat (Bachelor of Unani Medicine and Surgery) or equivalent degree from a recognised University or institution included in the Second Schedule of the Indian Medicine Central Council Act, 1970 and enrolled in Central or State register of Indian System of Medicine shall be eligible for admission in the post-graduate courses.
- 5.2 There shall be a uniform entrance examination to all medical institutions at the post graduate level namely, the All India AYUSH Post Graduate Entrance Test (AIA-PGET) in each academic year and shall be conducted by an authority designated by the Central Government:  
Provided that, the said All India AYUSH Post Graduate Entrance Test (AIA-PGET) shall not be applicable for foreign national's candidate.
- 5.3 In order to be eligible for admission to post-graduate courses for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in the 'All India AYUSH Post Graduate Entrance Test (AIA-PGET)' held for the said academic year.  
Provided that in respect of-
- Candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, the minimum marks shall be at 40th percentile,
  - Candidates with benchmark disabilities specified under the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the minimum marks shall be at 45th percentile for the General Category and 40th percentile for the Scheduled Castes, Scheduled Tribes and Other Backward Classes.
- 5.4 An all India common merit list as well as State-wise merit list of the eligible candidates shall be prepared on the basis of the marks obtained in the All India AYUSH Post Graduate Entrance Test (AIAPGET) and the candidates, within the respective categories, shall be admitted to post graduate course from the said merit lists only.
- 5.5 The seat matrix for admission in the Government, Government-aided Institutions and Private Institutions shall be fifteen percent for the all India quota and eighty-five per cent. for the States and Union territories quota.

- 5.6 The designated authority for counseling for all admissions to post-graduate course in all Unani educational institutions in the States and Union territories including institutions established by the State Government, University, Deemed University, Trust, Society, Minority Institution, Corporation or Company shall be the respective State or Union territory in accordance with the relevant rules and regulations of the concerned State or Union territory Government, as the case may be.
- 5.7 The counseling for all admissions to post-graduate course for seats under the all India quota as well as for all Unani educational institutions established by the Central Government shall be conducted by the authority designated by the Central Government.
- 5.8 No candidate who has failed to obtain the minimum eligibility marks as specified above shall be admitted to post-graduate course in the said academic year.
- 5.9 No authority or institution shall admit any candidate to the post-graduate course in contravention of the criteria or procedure as laid down by these regulations in respect of admissions and any candidate admitted in contravention of the said criteria or procedure shall be discharged by the Council forth with.
- 5.10 The authority or institution which grants admission to any student in contravention of the aforesaid criteria or procedure shall be liable to face action in terms of the provisions of the Act
- 5.11 A candidate possessing post-graduate degree in one subject of Unani medicine shall not be allowed admission in any other subject of Unani medicine for post-graduate course for the next five years.
- 5.12 The sponsored candidates shall also be required to possess the percentile of marks.
- 5.13 Change of subject shall be permissible within a period of two months from the date of admission, subject to availability of vacancy and guide in the concerned department

**Mode of Selection:** As per prevailing laid down of Central Council of Indian Medicine.

**6. INTAKE & FEES:**

- 6.1 The intake of each of these programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body / Central Council of Indian Medicine, if any
- 6.2 Fee of these programs will be decided by the Board of the Management subject to the approval of the regulatory body, if any.

**7. DURATION OF COURSE AND ATTENDANCE:**

- 7.1 The student shall have to undergo study for a period of three years after the admission.
- 7.2 The student shall have to attend minimum seventy-five per cent. of total lectures, practicals and clinical tutorials or classes to become eligible for appearing in the examination or as per attendance Policy of University / Central Council of Indian Medicine
- 7.3 The student shall have to attend the hospital and other duties as may be assigned to him during the course of study.
- 7.4 The students of clinical subject shall have to do Resident duties in their respective departments and student of nonclinical subject shall have duties in their respective departments like Pharmacy or Herbal Garden or Laboratory during the course of study.
- 7.5 The students shall attend special lectures, demonstrations, seminars, study tours and such other activities as arranged by the teaching departments.
- 7.6 The maximum duration for completion of the course shall not exceed beyond the period of six years from the date of admission to the course or as per Policy of University / Central Council of Indian Medicine.
- 7.7 Web based centralized biometric attendance system shall be required for the attendance of post-graduate students and manual attendance at department level in which student is pursuing the post-graduate course.



**8. MEDIUM OF INSTRUCTION:**

The medium of instruction shall be Urdu or Hindi or any recognised regional language or English.

**9. MIGRATION:**

Migration/transfer of students undergoing any postgraduate course shall not be permitted by any University or any authority

**10. EXAMINATION AND ASSESSMENTS:**

10.1 The post-graduate degree course shall have two examinations in the following manner: -

10.1.1 The preliminary examination shall be conducted at the end of one academic year after admission;

10.1.2 The final examination shall be conducted on completion of three academic years after the admission to postgraduate course;

10.1.3 Examination shall ordinarily be held in the month of June or July and November or December every year or as per University schedule.

10.1.4 For being declared successful in the examination, student shall have to pass all the subjects separately in preliminary examination;

10.1.5 The student shall be required to obtain aggregate fifty per cent. marks in practical and theory subjects separately to be announced as pass;

10.1.6 If a student fails in preliminary examination, he shall have to pass before appearing in the final examination,

10.1.7 If the student fails in theory or practical in the final examination, he may appear in the subsequent examination without requiring to submit a fresh dissertation;

10.1.8 The subsequent examination for failed candidates will be conducted at every six months interval, and

10.1.9 The post-graduate degree shall be conferred after the dissertation is accepted and the student passes the final examination

- 10.2 The examination shall be aimed to test the clinical acumen, ability and working knowledge of the student in the practical aspect of the specialty and his fitness to work independently as a specialist
- 10.3 The clinical examination shall be judge the competence of the student in Unani and scientific literature of the specialty.
- 10.4 The viva-voce part of the practical examination shall involve extensive discussion on any aspect of subject or specialty.

**10.5 Monitoring learning progress:**

It is essential to monitor the learning progress of each candidate through continuous appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring should be done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment be done using checklists that assess various aspects.

The learning out comes to be assessed should include:

- (vi) Personal Attitudes,
- (vii) Acquisition of Knowledge,
- (viii) Clinical and operative skills,
- (ix) Teaching skills and
- (x) Dissertation.

**10.6 Personal Attitudes. The essential items are:**

- Caring attitudes
- Initiative
- Organisational ability
- Potential to cope with stressful situations and undertake responsibility
- Trust worthiness and reliability
- To understand and communicate intelligibly with patients and others
- To behave in a manner which establishes professional relationships with patients and colleagues
- Ability to work in team

- A critical enquiring approach to the acquisition of knowledge

The methods used mainly consist of observation. It is appreciated that these items require a degree of subjective assessment by the guide, supervisors and peers.

#### 10.7 Acquisition of Knowledge:

The methods used comprise of 'Log Book' which records participation in various teaching / learning activities by the students. The number of activities attended and the number in which presentations are made are to be recorded. The log book should periodically be validated by the supervisors. Some of the activities are listed. The list is not complete. Institutions may include additional activities, if so, desired.

- Journal Review Meeting (Journal Club): The ability to do literature search, in depth study, presentation skills, and use of audio- visual aids are to be assessed. The assessment is made by faculty members and peers attending the meeting using a checklist
- Seminars / Symposia: The topics should be assigned to the student well in advance to facilitate in depth study. The ability to do literature search, in depth study, presentation skills and use of audio- visual aids are to be assessed using a checklist
- Clinico-pathological conferences: This should be a multidisciplinary case study of an interesting case to train the candidate to solve diagnostic and therapeutic problems by using an analytical approach. The presenter(s) are to be assessed using a check list similar to that used for seminar.
- Medical Audit: Periodic morbidity and mortality meeting be held. Attendance and participation in these must be insisted upon. This may not be included in assessment.

10.8 **Teaching skills:** Candidates should be encouraged to teach undergraduate medical students and paramedical students, if any. This performance should be based on assessment by the faculty members of the department and from feedback from the undergraduate students.

#### 10.9 Method of training:

- 10.9.1 In the first year of the course, the students shall have to acquire knowledge in the applied aspects of the fundamentals of Unani.
- 10.9.2 Intensive training shall be provided in classical knowledge along with comparative and critical study in the respective specialty.
- 10.9.3 The emphasis shall be given on intensive applied and hands on training.
- 10.9.4 The students shall have to acquire the knowledge about the methods and techniques of research in the respective fields making use of information technology.
- 10.9.5 In clinical subjects, students shall undertake responsibility in management and treatment of patients independently and deal with emergencies.
- 10.9.6 The student shall undertake training in teaching technology and research methods and shall participate in the teaching and training programs of under-graduate students or interns in the respective subjects during the course of studies.
- 10.9.7 In the clinical training, the student shall have to acquire the knowledge of independent work as a specialist.
- 10.9.8 In the specialties of Moalajat, Ilmul Jarahat, Amraze Uzn, Anf wa Halaq and Qabalat wa Amraze Niswan the student shall have to undergo training of investigative procedures, techniques and surgical performance of procedures and management in the respective specialty.

#### **11. DISSERTATION/THESIS:**

- 11.1 Central Scientific Advisory Post Graduate Committee appointed by Central Council of Indian Medicine shall suggest the areas of Research and topics to be focused every academic year to make campaigning of evidence based Unani to the need of global standards and achieve publications and the same shall be followed by University Committee while approving the Dissertation title.

- 11.2 The title of the dissertation along with the synopsis, with approval of the Ethics Committee constituted by the institute as per regulations of concerned recognised University or guidelines of Indian Council of Medical Research (ICMR), shall be submitted to the University within a period of six months from the date of admission to post-graduate course
- 11.3 If a non-clinical subject student takes a thesis topic involving clinical trials then he/she shall work under co-guide of a clinical teacher of the specialty concerned for preparing the thesis.
- 11.4 A copy of the synopsis of the dissertation shall be submitted to the Central Council of Indian Medicine's Scientific Committee before submitting to the University.
- 11.5 If the student fails to submit the title of dissertation and synopsis within the period specified under sub-regulation (2), his terms for final post-graduate course shall be extended for six months or more in accordance with the time of submission of the synopsis to the University.
- 11.6 The synopsis of the proposed scheme of work shall indicate the expertise and action plan of work of the student relating to the proposed theme of work, the name of the department and the name and designation of the guide or supervisor and co-guide (if any).  
The University shall approve the synopsis not later than three months after submission of the synopsis
- 11.7 A Board of Research Studies shall be constituted by the University for approving the title.
- 11.8 The University shall display the approved synopsis of dissertation on their website.
- 11.9 The subject of every dissertation shall be research oriented, practical oriented, innovative and helpful in the development of Unani system and the subject of the dissertation shall have relation with the subject matter of the specialty.
- 11.10 Once the title for dissertation is approved by the Board of Research Studies of the University, the student shall not be allowed to change the title of the proposed theme of work without permission of the University.

- 11.11 No student shall be allowed to submit the dissertation before six months of completion of course and the student shall continue his regular study in the institution after submission of dissertation to complete three years.
- 11.12 The dissertation shall contain the methods and data of the research carried out by the student on the problem selected by him and completed under the guidance of the guide or supervisor approved by the University.
- 11.13 The dissertation shall consist critical review of literature, methodology, results of the research, discussion on the basis of research findings of the study, summary, conclusion and references cited in the dissertation shall be suitable for publication.
- 11.14 The dissertation shall consist of not less than forty thousand words.
- 11.15 The dissertation shall contain, at the end, a summary of not more than one thousand and five hundred words and the conclusion not exceeding one thousand words
- 11.16 The guide or supervisor shall be a person of status of a Professor or Reader or Lecturer having post-graduate degree or Visiting Professor or a contractual faculty in the post-graduate departments. Visiting faculty will not be considered in teaching strength.
- 11.17 A non-post-graduate teacher, for providing guidance to the post-graduate scholars, shall have minimum five years teaching experience in the concerned or allied subject, however he will not be a guide or co-guide for dissertation.
- 11.18 Five copies of the bound dissertation along with a certificate from the supervisor or guide shall reach the office of the Registrar of the University four months before the final examination
- 11.19 The dissertation shall be assessed by two external and two internal examiners appointed by the University
- 11.20 The dissertation shall be accepted only after the approval of examiners appointed under sub-regulation (19) and in case of disapproval by one external examiner, the dissertation shall be referred to third external examiner approved by the University concerned

- 11.21 If the dissertation is not accepted by two external examiners, the same shall be returned to the student with the remarks of the examiners and the student shall resubmit the dissertation after making necessary improvement in the light of examiners' report to the University within a further period of six months.
- 11.22 The student shall be permitted to appear in the final examination of post-graduate degree course only after approval of the dissertation by the examiners.
- 11.23 Inter-disciplinary research may be done by co-opting the guide or supervisor from the concerned speciality.

## **12. SCHEME OF EXAMINATION AND PASSING HEADS:**

- 12.1 University shall conduct examination at the end of three academic years for M.D, M.S. in Unani Courses. University shall conduct not more than two examinations in a year, with an interval of not less than four and not more than six months between the two examinations.
- 12.2 M.D/M.S. in Unani examination in any subject shall consist of thesis, theory papers and clinical/practical and oral examination.
- 12.3 **Passing head and standard of Passing: -**  
There will be two heads of passing: -
- 12.3.1 Four papers of theory shall form one head of passing
- 12.3.2 Clinical, oral, and practical taken together shall form the second head of Passing
- 12.3.3 A candidate must pass in both the heads that is the whole examination at one and in the same attempt. A candidate passing in one head and failing to pass in the other head will be declared fail and shall not be entitled to any exemption in the subsequent attempt.
- 12.4 **To pass a candidate must obtain:**
- 12.4.1 Fifty percent of the total marks in theory examination (Total of all the four papers must be 50% of the total marks of theory).

12.4.2 Fifty percent of the total marks in clinical, oral and practical taken together.

12.5 **Declaration of distinction:** A successful candidate passing the University examination in first attempt will be declared to have passed the examination with distinction, if the grand total aggregate marks is 75 percent and above. Distinction will not be awarded for candidates passing the examination in more than one attempt.

### 13. **SUBJECTS OF EXAMINATION:**

13.1 The preliminary examination at the end of one academic year after admission shall be conducted in the following subjects, namely: -

#### **Paper I**

Part A - Research Methodology;

Part B - Bio or Medical Statistics,

#### **Paper II**

Part A - Applied aspects of fundamentals regarding concerned subjects;

Part B - Concerned subject.

13.2 The student shall have to undergo training in the department concerned and shall maintain month-wise record of the work done during the last two years of study in the specialty opted by him as under: -

13.2.1 Study of literature related to specialty;

13.2.2 Regular clinical training in the hospital for student of clinical subject,

13.2.3 Practical training of research work carried out in the department, for student of non-clinical subject;

13.2.4 Participation in various seminars, symposia and discussions; and

13.2.5 Progress of the work done on the topic of dissertation.

13.3 The assessment of the work done by the students of first year post-graduate course during the first year shall be done before the preliminary examination.



- 13.4 The final examination shall include dissertation, written papers and clinical or practical and oral examination.
- 13.5 There shall be four theory papers in each specialty and one practical or clinical and viva-voce examination in the concerned specialty or group of sub-specialties selected by the student for special study.
- 13.6 The student shall publish or get accepted minimum one research paper on his research work in one journal and one paper presentation in regional level seminar.

**Note:** Syllabus, Scheme & Evaluation of the examination shall be decided by the Academic council of the University from time to time as per guidelines from statutory body/ Central Council of Indian Medicine.

**14. MODE OF EXAMINATION AND APPOINTMENT OF EXAMINER(S):**

- 14.1 The preliminary examination and final examination shall be held in written, practical, clinical and oral examination.
- 14.2 The preliminary examination shall be conducted by a team of two examiners, out of which one examiner shall be external from any other institution and final examination shall be conducted by a team of four examiners, out of which two examiners shall be external from any other institution.
- 14.3 A teacher with five years teaching or research experience in concerned subject or specialty shall be considered eligible for being appointed as an examiner.

**15. SCHEME OF EVALUATION:**

The Scheme of evaluation external and internal assessment shall be as per decision of Board of Management on the recommendation of Board of Studies.

**16. CONDONATION OF DEFICIENCY:**

The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".

**17. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 17.1 At any stage, if student is not found qualified, for the Program, as per Central Council of Indian Medicine / Government norms/ guidelines or the eligibility criteria prescribed by the University.
- 17.2 Total duration to complete the course will be as per policy of Central Council of Indian Medicine / University.
- 17.3 Involvement in gross indiscipline in the Institute / University.
- 17.4 He/She is found to have produced false/ forged documents or found to have used unfair means to secure admission

**18. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 30****Bachelor of Naturopathy & Yogic Sciences (BNYS)**

This ordinance shall provide regulation of Sri Aurobindo University running Bachelor degree Program of Naturopathy & Yogic Sciences (BNYS). The programme shall be governed by the norms, rules and guidelines of the policies of Government of India/ Government of Madhya Pradesh.

**1. STRUCTURE OF B.N.Y.S. PROGRAMME:**

The duration of the programme of instruction for the degree of Bachelor of Naturopathy & Yogic Sciences (BNYS) shall be Four Years and Six Months, followed by compulsory Rotatory Internship for one year.

This period of Five Year and Six Months will be divided as follows:

First Professional	12 month
Second Professional	12 month
Third Professional	12 month
Final Professional	18 months
Compulsory Rotatory Internship	12 months

**2. ELIGIBILITY FOR ADMISSION:**

- 2.1 Admission to the Programme is open to a candidate who has passed his/her 12<sup>th</sup> examination from any recognized board in Physics, Chemistry & Biology and English as Compulsory subject with 50% or any equivalent degree, for general category and 40% for SC, ST and other Backward classes
- 2.2 Candidate with benchmark disabilities under the Rights of Person with Disabilities Act, 2016 (49 of 2016), the minimum qualifying marks in qualifying examination in Physics, Chemistry & Biology shall be 45% for General Category & 40% for SC, ST and other Backward classes
- 2.3 No Candidate shall be admitted to BNYS Degree courses unless he/she has attained the age of seventeen years on or before the 31<sup>st</sup> December of the year of

admission in the first year of the course and not older than the age of twenty five years on or before the 31<sup>st</sup> December of the year of admission in the first year of the course, provided that the upper age limit may be relaxed by five years for SC, ST and other Backward classes and physically handicapped candidates.

2.4 The candidates need to appear in the 'National Eligibility Entrance Test' (NEET) for admission to under-graduate course in each academic year and shall be conducted by an authority designated by the Central Government or on the basis of 10+2 merit basis (Physics, Chemistry and Biology) as rules laid down by Government of Madhya Pradesh.

2.5 In order to be eligible for admission to under-graduate course for an academic year, it shall be necessary for a candidate to obtain minimum of marks at 50th percentile in the 'National Eligibility Entrance Test' or 50% aggregate marks in 10+2 merit basis (Physics, Chemistry and Biology) for under-graduate course held for the said academic year, all guidelines issued by Government of India and State Government for admission will be followed.

### **3. ADMISSION PROCESS:**

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee, following the norms of Government of India/ Government of Madhya Pradesh

### **4. NUMBER OF SEATS FOR THE PROGRAM:**

It will be decided by the university from time to time, as per the norms laid down concerned Apex Regulatory Bodies and as approved by Government of Madhya Pradesh.

### **5. FEE STRUCTURE:**

5.1 Tuition Fees and any other permitted fees is payable yearly.

5.2 The Examination fee to be paid by a candidate shall be as per University norms for each examination or a part thereof

5.3 Registrar shall notify the quantum of fees payable and the schedule of

registration before the start of each year.

- 5.4 Fees, once paid, and if student has started attending the classes, will not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- 5.5 The Fees of this Course shall be as decided by the Board of Management of the University and after the approval of M.P. Private University Regulatory Commission.
- 5.6 The fees structured laid down in the admission bulletin of the specific year will remain applicable all through the course duration of the candidates who have taken admission the concerned academic year.

## **6. ACADEMIC SYSTEM:**

- 6.1 There will be normally one academic cycle every year from July to June. Examination, Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.
- 6.2 The examination shall be held according to the syllabus prescribed by Government of Madhya Pradesh and adopted by the University for regular students. Provided that the syllabus for candidates for the compartment examination shall be the same as was in force in the last Annual Examination.
- 6.3 The period of theory and practical shall not be less than 60 minutes (one hour) Clinical training of the students in the hospital attached with college as per regulation laid by regulatory authorities.
- 6.4 The subjects thought year wise as follows:
- i. **First Year**
    - a) Anatomy
    - b) Physiology
    - c) Biochemistry
    - d) Philosophy of Nature Cure

e) Yoga Practices

**ii. Second Year**

- a) Pathology
- b) Microbiology
- c) Community Medicine
- d) Yoga Philosophy
- e) Basic Pharmacology
- f) Magnetotherapy and Chromotherapy
- g) Forensic Medicine & Toxicology

**iii. Third Year**

- a) Manipulative Therapies
- b) Acupuncture
- c) Yoga Applications
- d) Fasting Therapy
- e) Naturopathy Diagnosis
- f) Modern Diagnosis And First Aid
- g) Psychology & Basic Psychiatry

**iv. Fourth Year**

- a) Obstetrics & Gynaecology
- b) Yoga Therapy
- c) Hydrotherapy
- d) Physiotherapy
- e) Holistic Practice of Naturopathy & Yoga
- f) Hospital Management & Research Methodology
- g) Nutrition, Dietetics And Herbs

**6.5 Course Structure and Scheme of Examination**

**FIRST YEAR B.N.Y.S. – ONE AND HALF YEARS**

S No	Subject	Theory	Internal Assessment	Orals	Total	Practical	Internal Assessment	Total	Grand Total Marks
1	Anatomy – I	80	20	30	230	60	10	70	300
	Anatomy – II	80	20						
2	Physiology – I	80	20	30	230	60	10	70	300
	Physiology – II	80	20						
3	Biochemistry	80	20	30	130	60	10	70	200
4	Philosophy Of Nature Cure - I	80	20	30	230	60	10	70	300
	Philosophy Of Nature Cure - II	80	20						

5	Principles & Practice Of Yoga	80	20	30	130	60	10	70	200
	Total	640	160	150	950	300	50	350	1300

**SECOND YEAR B.N.Y.S. – ONE YEAR**

S No	Subject	Theory	Internal Assessment	Orals	Total	Practical	Internal Assessment	Total	Grand Total Marks
1	Pathology	80	20	30	130	60	10	70	200
2	Microbiology	80	20	30	130	60	10	70	200
3	Community Medicine	80	20	30	130	60	10	70	200
4	Yoga Philosophy	80	20	30	130	60	10	70	200
5	Basic Pharmacology	80	20	50	150	-	-	-	150
6	Magnetotherapy & Chromotherapy	80	20	30	130	60	10	70	200
7	Forensic Medicine & Toxicology	80	20	50	150	-	-	-	150
	Total	560	140	250	950	300	50	350	1300

**THIRD YEAR B.N.Y.S. – ONE YEAR**

S No	Subject	Theory	Internal Assessment	Orals	Total	Practical	Internal Assessment	Total	Grand Total Marks
1	Manipulative Therapies (Massage, Reflexology Osteopathy & Chiropractic)	80	20	30	130	60	10	70	200
2	Acupuncture	80	20	30	130	60	10	70	200
3	Yoga Applications	80	20	30	130	60	10	70	200
4	Fasting Therapy	80	20	50	150	40	10	50	200
5	Naturopathy Diagnosis (Facial Diagnosis & Iris Diagnosis)	80	20	30	130	60	10	70	200
6	Modern Diagnosis & First Aid	80	20	30	130	60	10	70	200
7	Psychology & Basic Psychiatry	80	20	30	130	60	10	70	200
	Total	560	140	230	930	400	70	470	1400

## FOURTH YEAR B.N.Y.S. – ONE YEAR

S No	Subject	Theory	Internal Assessment	Orals	Total	Practical	Internal Assessment	Total	Grand Total Marks
1	Nutrition, Dietetics & Herbs	80	20	30	130	60	10	70	200
2	Obstetrics & Gynaecology	80	20	30	130	60	10	70	200
3	Yoga Therapy	80	20	30	130	60	10	70	200
	Hydrotherapy - I	80	20	30	230	60	10	70	300
4	Hydrotherapy- II	80	20	-	-	-	-	-	
5	Physiotherapy	80	20	50	150	40	10	50	200
6	Holistic Practice of Naturopathy & Yoga (Including Surgical Diseases)	80	20	30	130	60	10	70	200
7	Hospital Management & Research Methodology	80	20	30	130	60	10	70	200
	Total	640	160	210	1010	420	70	490	1500

**7. ATTENDANCE:**

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and 75% in practical.

**8. ELIGIBILITY FOR THE AWARD OF THE DEGREE:**

- 8.1 The minimum marks required to pass in each subject shall be 50% (written & practical separately).
- 8.2 The final results shall be declared after taking into account the marks obtained by the candidate in all the examination & candidates who obtain more than 75% marks and passed in the first attempt all the examinations within the normal period of instructions shall be declared to have passed with distinction
- 8.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".
- 8.4 Every successful candidate shall be granted a Certificate-cum detail marks card of each examination Marks obtained in each subject shall be supplied to unsuccessful candidates also Provided that a candidate who qualifies all the four



and half Year examinations will be issued a Degree of Bachelor of Naturopathy & Yogic Sciences (BNYS) after completion of internship.

8.5 Every candidate on passing the Bachelor of Naturopathy & Yogic Sciences (BNYS) course of studies shall be required to, undergo compulsory rotatory internship training for a period of one year as under before the degree of Bachelor of Naturopathy & Yogic Sciences (BNYS) is conferred upon his /her.

8.6 Six months training from attached Naturopathy Hospital of concerned College, Institute or University.

8.7 Six months training of interns will be carried out with an object to orient and acquaint the intern with National health program. The intern will have to join in one of the following institute for undertaking such training.

- f) Primary Health Centre
- g) Community Health Centre/ District Hospital
- h) Any Hospital of Modern Medicine
- i) Any Ayurveda Hospital or Dispensary
- j) All the above centers (a, b, c and d) will have to be recognized by the concerned University and concerned Government designated authority for taking such a training

**NOTE:** Internship will start after the declaration of final year B.N.Y.S examination result and Registration of Madhya Pradesh Ayurveda Unani Chikitsa Board, Bhopal.

**9. RE-EVALUATION/ RE-TOTALING:**

9.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subject; post result for any doubt in the marks obtained.

9.2 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

**10. GENERAL INSTRUCTIONS:**

10.1 Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.

10.2 The subject to be studied in different year include lab work, practical,

implant training, project etc. shall be as per the course regulating authority, University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.

- 10.3 Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of any or Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- 10.4 The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.
- 10.5 The medium of Instruction and Examination shall be Hindi and English.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 31****Post Graduate Diploma in Yoga & Naturopathy (PGDYN)****GENERAL RULE**

These general rules are subject to alterations from time to time. The Post Graduate Diploma degree shall be conferred after the acceptance of project and passing in examination (Written, Viva and Practical / Clinical).

**1. PROGRAMME'S MISSION:**

Yoga is an ancient Indian system and is essentially spiritual. It has potential for both prevention of diseases and promotion of health. The holistic approach of Yoga brings harmony in all walks of life and also influences our day-to-day living. It brings suitable changes in the behavioral pattern and attitude thereby helps to improve the inter-personal relationship at home and also in the society. Therapeutic benefits of Yoga have also been revealed by many scientific researches carried out across the globe. Today, Yoga has become popular because of its strengths in prevention and management of many lifestyle related disorders including physiological and psychosomatic disorders.

**2. OBJECTIVES:**

- 2.1 The course will provide deeper insight into the curriculum of Yogic Sciences along with the therapeutic applications of Yoga and alternative therapies
- 2.2 At the PG level it is also intended that students should get familiar with the original texts of Yoga.
- 2.3 Promoting Positive Health in the Student through Yoga and enabling and imparting skill in them to practice and apply Yogic practices for Health to general public and teach Yoga for Total personality development and spiritual evolution.
- 2.4 Invoking and inculcating inquisitive, scientific temper in student regarding the Traditional Indian Sciences specially Yoga and Spirituality.
- 2.5 A research attitude and orientation will also be inculcated into the student so that they further become able to undertake advance and theoretical and applied

researches in the field of Yoga and Alternative Therapies.

### 3. RELEVANCE OF THE PROGRAMME:

This programme is being offered in the sequence of University's Mission to uplift educational, social economic and cultural status of under-privileged people. It will promote value based and job oriented education along with quality of learning and research in the technologically enabled environment.

This programme will support the Vision of the University of attaining peak of excellence in the dissemination of knowledge and learning with a view to develop global competencies and contribution to national development by generating trained manpower.

### 4. NATURE OF PROSPECTIVE TARGET GROUP OF LEARNER:

While considering the local, regional and National needs of skills, education and training in Yoga & Naturopathy, the programmes is designed in such a way that it will fill the gap of knowledge and give a chance to all spirants who are seeking their career in Yoga & Naturopathy. The programme invited all interested aspirants who have a graduation degree in any discipline and having their orientation towards Yoga &, Allied disciplines.

### 5. PROCEDURE FOR ADMISSIONS, CURRICULUM TRANSACTION AND EVALUATION:

Admission notice will be published in major national and local Newspaper, Website of the University and also displayed on the Notice boards of the concerned departments of the university

### 6. PROGRAMME STRUCTURE:

The PGDYN Programme consists of 06 papers including one project work, details are as:

Paper Code	Name of Paper	Max Marks (100)		Min Marks (40)	Credit (32)
Theory Paper		End Term (70)	Assignment (30)		
PGDYN 101	Fundamental of Yoga	70	30	40	6
PGDYN 102	Anatomy Physiology & Yoga	70	30	40	6
PGDYN 103	Hoslistic Health & Yoga	70	30	40	6

	Therapy				
PGDYN 104	Pinciples of Naturopathy	70	30	40	6
PGDYN 105	Yoga Practical	70	30	40	6
PGDYN 106	Project Work	Dissertation (70)	Viva-Voce (30)	40	2

#### 7. QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

To maintain the quality of the programme, an internal quality assurance cell of the university will keep watch and suggest measures to improve the functioning of the programme in terms of quality of study materials, examination and evaluation. The expected outcomes of the programme are multifarious. The learners will develop sensitivity, knowledge, understanding and skills to understand the dynamic environment of organization around them. In addition, they will get job offers in various corporate sectors, governmental and non-governmental organizations.

#### 8. DURATION OF THE PROGRAMME:

The duration of the programme will be one year.

#### 9. ELIGIBILITY FOR ADMISSION

For admission to P.G. Diploma in Yoga & Naturopathy the minimum requirements are:

- 9.1 Bachelor's Degree in any discipline from a recognized University.
- 9.2 Candidates intending to join the P.G. Diploma in Yoga & Naturopathy course shall submit his/her application in the prescribed form along with requisite enclosures, so as to reach the office of the Vice-Chancellor, Sri Aurobindo University Indore, within the time and date notified for.
- 9.3 The candidates will be granted admission according to university rules.

#### 10. INTAKE & FEES:

- 10.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body

10.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body

#### 11. PASS PERCENTAGE AND DIVISION/CLASS

Division shall be awarded to the successful candidates on the aggregate marks obtained by him/her, in accordance with the following 10 point scale, viz,

PERCENTAGE OF MARKS	GRAD POINT	LATTER GRADE & CLASS
91-100	10	O First Class (Outstanding)
75-90	9	A+ First Class (Excellent)
65-74	8	A First Class (Very Good)
55-64	7	B+ Second Class (Good)
50-54	6	B Second Class (Above Average)
45-49	5	C Third Class (Average)
40-44	4	P (Pass)
0-39	0	F (Fail)
Absent	0	Ab. (Absent)

#### 12. Eligibility for Supplementary Examination:

- 12.1 Candidates securing less than 40% marks in individual papers i.e. Incomplete Grade will be treated as supplementary case. They can reappear at the subsequent examination in the papers concerned.
- 12.2 A candidate declared eligible for supplementary, shall be required to clear the same in next two; subsequent attempts (which will be held in next sessions). Any un-availed attempt shall be treated automatically forfeited and after expiry of this duration (two subsequent sessions); he/ she will be deemed to have failed in the examination. Further no extra opportunity shall be given to such failed candidates.
- 12.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".

**13. GENERAL INSTRUCTIONS:**

- 13.1 Registration in the PGDYN course will be as per the university academic schedule for the session.
- 13.2 The procedure of registration, form of registration, schedule of registration and other relevant details will be displayed on the official website of the Vishwavidyalaya

**14. SCHEME OF EXAMINATION:**

The question paper for the End Semester Examination shall be of Three hours duration and shall be set as per the following Sections:

Examination	Syllabus Content	Maximum Marks	Mode of Examination
Internal/Practical	Entire Syllabus	30 Marks	Practical/Internal
Theory	Entire Syllabus	70 Marks	Written Exam

**15. INTERNAL EXAMINATION/ ASSIGNMENT:**

Assignment shall have 5 (Five) Essay/Long Answer type Questions of 6 (six) marks each. All Questions shall be compulsory. Thus, the maximum marks for assignments will be of 30 marks for each theory paper. It should be hand written by the student

**17. FINAL EXAMINATION:**

Final/End Semester Examination shall have two questions from each block with internal choice. This examination will carry 70 marks. The scheme of examination and the scope of studies in different papers shall be in accordance with the university rules and regulations duly passed/ adopted by Board of Study and Academic Council

**18. EVALUATION:**

The evaluation of the internal examination will be conducted by internal examiners of the University appointed by the competent authority. The evaluation of external examination shall be conducted by the Controller of Examination as per the norms of the University

**19. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 19.1 At any stage, if student is not found qualified, for the course, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 19.2 Failing to complete the program within six years of commencement of the course.
- 19.3 Involvement in gross indiscipline in the Institute / University.
- 19.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**20. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final



**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 32****BACHELOR OF PHYSIOTHERAPY (BPT)**

This ordinance shall provide regulation of Sri Aurobindo University running Bachelor degree Program in Physiotherapy (BPT)

The degree of Bachelor of Physiotherapy shall comprise a course of study spread over a period of 4 academic years followed by six months Compulsory full time internship and the candidates will be full time regular students of the course.

**1. AIMS AND OBJECTIVES:****1.1 AIMS:**

- 1.1.1 To promote sustainable development of higher education consistent with statutory and regulatory requirements.
- 1.1.2 To plan and continuously provide necessary infrastructure, learning resources required for quality education and innovations.
- 1.1.3 To stimulate to extend the frontiers of knowledge, through faculty development and continuing education programs
- 1.1.4 To make research a significant activity involving staff, students and society.
- 1.1.5 To promote industry/organization, interaction/collaborations with regional / national / international bodies
- 1.1.6 To establish healthy systems for communication among all stakeholders for vision oriented growth.
- 1.1.7 To fulfill the national obligation through rural health missions.
- 1.1.8 Proficiency in the diagnosis and skills of basic physiotherapy procedures and techniques with adequate theoretical basis and rationale of medical/Physiotherapy & allied health sciences.
- 1.1.9 To detect and evaluate the anatomical, patho-physiological impairments, resulting in dysfunction of various age groups & occupation; as well as epidemiological features in the population & to arrive at appropriate diagnosis.

- 1.1.10 To understand the rationale & basic investigative Diagnostic approach to the medical system and surgical intervention regimens & accordingly plan & implement specific Physiotherapeutic measures effectively.
- 1.1.11 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Physiotherapists
- 1.1.12 To practice Moral and Ethical values and Evidence Based Practices with regard to Physiotherapy.

## 1.2 OBJECTIVES:

The objective of the course shall allow the students

- 1.2.1 To implement effectively the programs through creativity and innovation in teaching, learning and evaluation.
- 1.2.2 To make existing programs more career oriented through effective system of review and redesign of curriculum.
- 1.2.3 To impart spirit of enquiry and scientific temperament among students through research oriented activities.
- 1.2.4 To enhance reading and learning capabilities among faculty and students and inculcate sense of lifelong learning.
- 1.2.5 To promulgate process for effective, continuous, objective oriented student performance evaluation.
- 1.2.6 To ordinate periodic performance evaluation of the faculty.
- 1.2.7 To incorporate themes to build values, civic responsibilities & sense of national integrity.
- 1.2.8 To ensure that the academic, career & personal counselling are in-built into the system of curriculum delivery.
- 1.2.9 To strengthen, develop and implement staff and student welfare programs.
- 1.2.10 To adopt and implement principles of participation, transparency and accountability in governance of academic and administrative activities.
- 1.2.11 To constantly display sensitivity and respond to changing educational, social, and community demands

- 1.2.12 To promote public- private partnership
- 1.2.13 To acquire adequate theoretical & practical knowledge in the basic medical subjects
- 1.2.14 To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base
- 1.2.15 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- 1.2.16 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- 1.2.17 To impart competency in Physiotherapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative & Promotive goals in a variety of health care settings.
- 1.2.18 To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for primary clients and all physiotherapy related referrals.
- 1.2.19 To endorse physiotherapeutic moral and ethical codes as per international standards with emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.
- 1.2.20 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.
- 1.2.21 To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities
- 1.2.22 To teach every aspect of National policies on health and devote himself/ herself to its practical implementation

## **2. DURATION OF THE COURSE:**

Duration of the course leading to Degree of Bachelor of Physiotherapy (BPT) shall be regular full time four and half calendar years (Including Six Months compulsory rotatory internship).

**3. STRUCTURE OF BPT CURRICULUM:**

- 3.1 Bachelor of Physiotherapy course shall be taught within four Years with following distribution.
- First Year B.P.T.
  - Second Year B.P.T.
  - Third Year B.P.T.
  - Fourth Year B.P.T.
- 3.2 The Practical work also includes the clinical work wherever applicable.
- 3.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The student shall carry two subjects from first year to second year, second year to third year as well as third year to fourth year and must pass in the fail subjects before appearing the next year examination.
- 3.4 Compulsory Rotatory Internship shall be not less than 6 months.
- 3.5 The Student admitted in BPT course shall have to complete the course within the maximum permissible duration of 8 years, from the date of admission or as per University Policy.
- 3.6 The examination shall be held twice a year, one regular (Main exam) to be held as per university schedule and supplementary (Second exam) to be held as per university schedule or as may be fixed by controller of Examination/apex body.

**4. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 4.1 Admission to the First year in Bachelor of Physiotherapy degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed as per Government Norms
- 4.2 Selection of candidate will be on basis of the entrance examination or in the absence of entrance examination purely on merit on the basis of marks

obtained in qualifying examination.

- 4.3 The minimum age for admission shall be 17 years on 31<sup>st</sup> December of academic year of admission.
- 4.4 On admission, every candidate shall have to get fitness certificate from SAIMS Hospital.
- 4.5 The course shall be commencing from the as per apex council/university schedule of every academic year.

**5. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (As decided by apex council/University) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

**5.1 Attendance**

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and 85% of the practical classes held separately in each subject of the course of the study or as per University Policy.

5.1.2 The total lecture and practical shall be conducted as per scheme.

**5.2 Sessional Examinations**

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

**6. REQUIREMENTS FOR EXAMINATION AND ATTENDANCE:**

6.1 Examination will be conducted by the university:

- 1<sup>st</sup> Year at the end of the 1<sup>st</sup> year.
- 2<sup>nd</sup> Year at the end of the 2<sup>nd</sup> year
- 3<sup>rd</sup> Year at the end of the 3<sup>rd</sup> year.
- B P T. Final Examination at the end of the 4<sup>th</sup> year.

Examination shall be in Theory and Practical. A candidate will be permitted to appear for the University Examination in the subject only if:

- He has not less than 75% of attendance in Theory and 85% Practical in each subject or as per University Policy.
  - He obtains a Progress Certificate from Head of the institution of having satisfactory completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.
- 6.2 Students may carry over two subjects from one year to the following year and must pass in the failed subjects before appearing in the next year exam
- 6.3 Students may carry two subjects from 2<sup>nd</sup> year to 3<sup>rd</sup> year and must pass in failed subject before appearing in 3<sup>rd</sup> year annual exam.
- 6.4 Students may carry two subjects from 3<sup>rd</sup> year to 4<sup>th</sup> year and must pass in failed subjects before appearing in the 4<sup>th</sup> year exam.
- 6.5 There will be two examination in a year with an interval of four to six months between the two examinations.

#### **7. SCHEME OF EXAMINATION:**

The examinations are to be conducted to assess whether the candidate has acquired the necessary minimum skill and clear concepts of the fundamentals essential for day to day professional work.

- 7.1 The Examination will be held twice a year for all the four years respectively.
- 7.2 The students desirous for appearing for the University Examination shall submit the application form duly filled in along with prescribed examination fees. Incomplete application form submitted without prescribed fee or application form submitted after due date will be rejected; and student shall not be allowed to appear for the examination
- 7.3 A student who satisfies the clause 4 and following requirements duly certified by the Principal of the Physiotherapy College/Institution recognized by this University for B.P.T course shall be eligible to appear in the first B.P.T.

examination:

7.3.1 of having good character;

7.3.2 of having attended the prescribed course,

7.3.3 of having attended not less than:

➤ 75% of all course of lectures delivered, and

➤ 85% of full course of practicals held separately

7.4 A student who possesses the qualifications and satisfies the following requirements duly certified by the Principal of the Physiotherapy College/Institution recognized by this University for the B.P.T course shall be eligible to appear in second/Third/Final year B.P.T examination.

7.4.1 of having good character;

7.4.2 of having attended the prescribed course;

7.4.3 of having attended not less than:

➤ 75% of all course of lectures delivered; and

➤ 85% of full course of practicals held separately or as per University Policy..

7.5 **Internal assessment:**

7.5.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.

7.5.2 Regular periodical examinations shall be conducted throughout the course. The question of number of examinations is decided by to the institution/University.

7.5.3 Day to day records should be given importance during internal assessment.

7.5.4 Weightage for the internal assessment shall be 20% of the total marks in each subject

Note: Internal assessment shall relate to different ways in which student's participation in learning process during semesters is evaluated, some examples are as follows.

➤ Preparation of subject for students' seminar.

- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in project for health care in the community (Planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions/Very Short Questions (MCQ/VSQs) test after completion of a system/teaching

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

#### 7.6 Criteria for Passing:

7.6.1 In all the University examinations, the candidate shall have to obtain 50% marks separately in Theory plus viva voce plus internal Assessment and Practical plus Internal Assessment examination separately.

7.6.2 The candidate must secure a minimum 50% marks in each head of passing. There shall be three head of passing i.e. Theory, Practical & Internal Assessment. However candidate securing 35% marks in internal Assessment will have to compensate 15% marks in University examination – Theory/Practical to pass the Subject.

7.6.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks."

7.7 Each Theory paper will be of three hours.

7.8 Not more than 40 candidates should be examined in one day in Clinical or Practical examination / subject

7.9 The medium of examination shall be English.

7.10 If candidate fails either in Theory or in Practical Examination of a subject he/she will have to appear for both theory and practical/clinical examination again.

7.11 Internal Assessment marks list shall be submitted to the University office at least two weeks before the commencement of theory examinations. The institute shall adopt uniform criteria for Internal Assessment for which a record, i.e., attendance and evaluated answer sheets of internal exam of such student shall be maintained in the institution, which will be shown to the student and such



records shall be maintained for 3 months after the declaration of university results

- 7.12 The candidate is required to obtain Pass Marks in each of the Theory and Practical. Candidate has to pass all subjects separately in main exam / internal exam. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, have the option to improve his/her marks of sessional examinations at the time of appearing in the Betterment test.
- 7.13 A candidate who has completed the prescribed course and is unable to appear in the examination or having appeared has failed, may be admitted to subsequent examinations, on payment of the prescribed fee on each occasion and on presenting a certificate signed by the Principal of Physiotherapy college/ Institution in which he/she completed the course, that he/she subsequent to his/her last failure attended a course of training/hospital practice, in the subjects of the examination as the Principal may determine.
- 7.14 The examination shall be held according to the scheme of examination and syllabus prescribed by the Academic Council. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to syllabus prescribed by the University for regular students provided that the syllabus for the candidates of supplementary examination shall be the same as was in force in the last main examination
- 7.15 Syllabus & Scheme of the examination shall be decided by the Academic council of the University from time to time as per guidelines from MP Paramedical Council.
- 7.16 Question Paper Pattern**
- Section A - MCQs/VSQs (Answer to be given in 50-60 words) (02x10=20)
  - Section B - SAQs (Answer to be given in 250-300 words) (05x10=50)
  - Section C - LAQs (Answer to be given in 450-500) words) (02x15=30)

**First Year B.P.T. Examination**

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Human Anatomy	20	20	100	20	40	200
2	Human Physiology	20	20	100	20	40	200
3	Fundamental of Physics, Biomechanics & Biomechanical	20	20	100	20	40	200
4	Fundamental of Medical Electronics & principles of Bioelectrical	20	20	100	20	40	200
5	Psychology & Sociology	20	--	80	--	--	100
<b>Total Max. Marks</b>							<b>900</b>

N.B.- Viva marks will be added in theory marks along with internal assessment theory marks; candidate have to get min. 50% marks in theory, viva and internal assessment collectively for passing the examination(Theory + Viva + Internal assessment).

**Second Year B.P.T. Examination**

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Pathology & Microbiology	20	--	80	--	--	100
2	Biochemistry & Pharmacology	20	--	80	--	--	100
3	Medicine including Pediatrics & Geriatrics	20	--	80	--	--	100
4	General Surgery, Obstetrics & Gynaecology	20	--	80	--	--	100
5	Exercise therapy including yoga	20	20	100	20	40	200
6	Electrotherapy	20	20	100	20	40	200
<b>Total Max. Marks</b>							<b>800</b>

N B.- Viva marks will be added in theory marks along with internal assessment theory, candidate have to get min 50% marks in theory and viva collectively for passing the examination(Theory + Viva + Internal assessment).

**Third Year B.P.T. Examination**

S.No	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Neurology including Psychiatry & Neurosurgery	20	--	80	--	--	100
2	Orthopaedics	20	--	80	--	--	100
3	Applied Biomechanics & Kinesiology	20	--	80	--	--	100
4	Physiotherapeutic in Neurology & Neurosurgery	20	20	100	20	40	200
5	Physiotherapeutic in Orthopaedic Conditions	20	20	100	20	40	200
6	Physical Evaluation, Diagnosis & Prescription	20	20	100	20	40	200
<b>Total Max. Marks</b>							<b>900</b>

N.B.- Viva marks will be added in theory marks along with internal assessment theory; candidate have to get min 50% marks in theory, viva and internal collectively for passing the examination(Theory + Viva + Internal assessment).

**Fourth Year B.P.T. Examination**

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Community PT, Rehabilitation & Disability prevention	20	--	80	--	--	100
2	Research methodology & Biostatistics	20	--	80	--	--	100
3	Cardiothoracic diseases and surgeries	20	--	80	--	--	100

4	Physiotherapeutic in General & Cardiothoracic Conditions	20	20	100	20	40	200
5	Sports Physiotherapy	20	20	100	20	40	200
6	PT Ethics, management & Administration ** NUES	--	100	--	--	--	100
7	Project Work**NUES	---	100	--	--	--	100
<b>Total Max. Marks</b>							<b>900</b>

N.B.- Viva marks will be added in theory marks along with internal assessment theory; candidate have to get min. 50% marks in theory, viva and Internal assessment collectively for passing the examination(Theory + Viva + Internal assessment).

\*\* NUES= Non-university Examination Subject

#### **8. APPOINTMENT OF THE EXAMINERS/ QUESTION PAPER SETTERS:**

The appointment of examiners for the University Examination shall be based on following criteria;

- 8.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall have minimum qualification and experience as an Assistant Professor with 3 years teaching experience in the concerned subject.
- 8.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience as an Assistant Professor with 3 years teaching experience in the concerned subject
- 8.3 The External Examiner shall, be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.
- 8.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-convener examiner for the examinations.

**9. DIVISION AND MERIT LIST:**

- 9.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

All the other successful candidates, who pass the examination in more than 1<sup>st</sup>/one attempt shall be declared pass irrespective of percentage of marks

- 9.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination, the merit list shall include the first 5 candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**10. RE-EVALUATION/ RE-TOTALING:**

- 10.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subject; post result for any doubt in the marks obtained.
- 10.2 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

**11. COMPULSORY ROTATARY INTERNSHIP:**

- 11.1 Candidates seeking entry to the internship period must have passed all examinations in all subjects (i.e. He/She must have secured total credits of the Programme).
- 11.2 Candidates need to pursue internship from Sri Aurobindo Institute of Medical sciences or its constituent hospitals only.

- 11.3 Duration. 6 months inclusive of posting in rural setup/CBR/similar setup.
- 11.4 During the internship candidate shall have to work full time average 7 hours per day (each working day) for 6 Calendar months (total Credit hours – 1260).
- 11.5 Each candidate is allowed maximum of 6 holidays during entire Internship Programme and in case of any exigencies during which the candidate remains absent for a period more than 6 days, he/she will have to work for the extra days during which the candidate has remained absent. This will be subject to approval from institution head.
- 11.6 Assessment: The interns/candidate shall maintain the record of work, which will be verified and certified by the Head of the Department under whom he/she works. Apart from scrutiny of the record of work, the Head of the Department shall undertake assessment and evaluation of training in attendance, discipline, knowledge, skills and attitude for the duration of training. The assessment report of the candidate shall be sent to the Parent institution.
- 11.7 Based on the record of work and date of evaluation the Director/Principal shall issue Certificate of Satisfactory Completion of training following which the University shall award the Bachelor of Physiotherapy Degree or declare the candidate eligible for the same.
- 11.8 In the event of unsatisfactory report, the said intern shall have to repeat the internship for the period to be decided by the Head of the Institution concerned.
- 11.9 Intern will abide by all the rules & regulations of Institution/Hospital where they are posted.
- 11.10 Intern shall be responsible for proper use of equipment's of the Institute/Hospital where they are posted. He/She shall be liable to pay for damages caused to the equipments resulting from improper use by him/her.
- 11.11 Internship duration can be extended by the Principal / Director on the grounds:
  - 11.11.1 Remaining absent in excess of the permitted 6 days leave period, which is due: An intern will compensate by working extra for each day leave taken.
  - 11.11.2 Unsatisfactory performance during the period: If there are unsatisfactory reports in terms of performance of the intern,

submitted by the Department In-charge, the said intern shall have to repeat the internship for a period at least two months further.

**11.11.3 Case of indiscipline at any level** A Discipline and Action Committee will be formed in the college / Institution convened by Internship coordinator/HOD PT & headed by Director/Principal. In case of any lack of discipline, breach of trust or indulgence in any criminal activity on the part of the interns when reported by the concerned departments of Hospitals/Institutions where the interns have been posted, the defaulting Intern shall be called back immediately and subjected to disciplinary proceedings by the Disciplinary Action Committee.

**11.11.4 Punishments:**

- Suspension of Internship for a period of 3-4 weeks for the reasons to be recorded. Following this disciplinary suspension, internship can be resumed only after submission of an appropriate undertaking/guarantee/surety. Period of suspension shall be considered as Break in Internship. Disciplinary Action Committee shall decide the period of suspension and resumption of Internship for a specified period.
- Rustication & Termination. In case of a serious complaint of indiscipline or breach of trust against intern or any criminal activity done by intern according to the law of the country, he/she may be rusticated along with termination of Internship. Hon'ble Court of Law can resume the Internship in this case only on the abrogation of criminal charges against him.

**EVALUATION OF STUDENTS UNDER PRACTICAL/INTERNSHIP:**

S No.	Description	Satisfactory/ Unsatisfactory
1.	Attendance	
2.	Discipline and general behavior in the Department	
3.	Approach to patients	

4	Inquisitiveness regarding the subject	
5.	Knowledge about evaluation of conditions	
6	Knowledge about various therapeutic modalities	
7	Knowledge about actual application of therapeutic skills	
8	No. of patients/Evaluation/Case presentations/Case discussion	

#### **12. CANCELLATION OF ADMISSION:**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if

- 12.1 He/She is not found qualified as per Government norms/ statutory body norms and guidelines or the eligibility criteria prescribed by the University.
- 12.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission
- 12.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus
- 12.4 He/She is found involved in any Police matter

#### **13. THE QUALIFIED PHYSIOTHERAPIST WILL BE ABLE TO:**

- 13.1 Demonstrate appropriate knowledge, skills and attitude required for the competent, reflective practice of physiotherapy
- 13.2 Demonstrate the necessary critical skills to be able to adapt to and utilize new developments in physiotherapy practice for the benefit of the patient
- 13.3 Demonstrate the ability to analyse and evaluate physiotherapeutic interventions.
- 13.4 Identify the needs of the patient using assessment techniques and determine the objectives of patient management.
- 13.5 Carry out and progress safe and effective patient management programs
- 13.6 Critically evaluate their own role and performance within an interdisciplinary team
- 13.7 Demonstrate the ability to apply research techniques to the practice of physiotherapy
- 13.8 Able to make assess, Evaluate and diagnose IPD/OPD patient and to set a Physiotherapy Treatment protocol

#### **14 GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final



**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 33****MASTER OF PHYSIOTHERAPY (MPT)****1. PROMULGATION:**

MPT/ Master of Physiotherapy is a post graduate Physiotherapy Degree course that shall be conferred upon a candidate who has pursued a course of not less than two years of academic session, in an affiliated and recognized teaching institute as a regular candidate and who has passed two years theory and practical examinations with regular attendance and clinical posting allotted

**2. TITLE AND COMMENCEMENT:**

Master Degree Program in Physiotherapy (MPT) from Sri Aurobindo University shall offer Seven specialities & the respective Degree shall be called as follows-

Master degree Program	Specialty
Master of Physiotherapy(MPT)	Orthopedic Physiotherapy
Master of Physiotherapy(MPT)	Neurological Physiotherapy
Master of Physiotherapy(MPT)	Cardiorespiratory Pulmonary Physiotherapy
Master of Physiotherapy(MPT)	Sports Physiotherapy
Master of Physiotherapy(MPT)	Geriatric Physiotherapy
Master of Physiotherapy(MPT)	Gynecology Physiotherapy
Master of Physiotherapy(MPT)	Pediatric Physiotherapy

**3. COURSE OUTLINE:**

The Master Degree in Physiotherapy is a two-year program consisting of classroom teaching, self-academic activities and clinical posting.

3.1 In the first year, theoretical basis of specialty physiotherapy is refreshed along with research methodology and biostatistics. The students are posted in their areas of clinical expertise specialty during this period. They are required to choose their study for dissertation and submit a synopsis within 4 months from the date of

starting the college.

- 3.2 During the second year the students will be posted in their area of specialty. They are required to complete and submit their dissertation. The learning program includes seminars, journal reviews, case presentations, case discussion and classroom teaching. Some of the clinical postings are provided at other reputed centers in the country in order to offer a wider spectrum of experience. The students are encouraged to attend conference, workshop to enhance their knowledge during the course of study. University examinations are held at the end of second year.

#### **4. GOALS OF COURSE:**

- 4.1 To set the standard in the said discipline, to enable autonomous practice as a specialist & to prepare a post graduate student towards his/her professional autonomy with self regulating discipline at per with global standards.
- 4.2 Formation of base of the professional practice by referral as well as first contact mode using evidence-based practice
- 4.3 Impartation of research basis in order to validate techniques & technology in practice to physiotherapy.
- 4.4 To imbibe the required skill and professionalism in the students pertaining to concept to quality care at the institutional as well as the community levels
- 4.5 Inculcation of appropriate professional relationship in multidisciplinary set up, patient management and co partnership basis
- 4.6 Preparation of students to address problems related to health education and community physiotherapy
- 4.7 Practicing the concept of protection of rights of the community during referral as well as first contact practice
- 4.8 Incorporation of concept of management in physiotherapy.
- 4.9 Experience in clinical training and undergraduate teaching partly.
- 4.10 Providing the honest, competent and accountable physiotherapy services to the community.

**5. ELIGIBILITY FOR ADMISSION OF STUDENTS:**

- 5.1 Master of Physiotherapy course shall be open to those who have passed 10+2 (Physics, Chemistry, English & Biology) and full time Bachelor of Physiotherapy BPT degree from institutions/ any recognized university where the mode of study is a full time regular program, with minimum 4½ years duration (Including 6 months of compulsory rotating internship in Physiotherapy) from Sri Aurobindo university or any other university in India or abroad as equivalent with not less than 50% of marks in aggregate.

In case of SC/ST/OBC students the relaxation of the eligibility percentage for the admission will be as per the Madhya Pradesh state Government rules.

Admission to the course will be as per the performance of the student in the entrance examination; however the student should have minimum 50% aggregate in BPT for appearing in the entrance exam. The candidate selected as per his/her merit cum preference for particular subject has to join the course on the date of course commencement as notified on University website.

- 5.2 Eligible candidate should apply to Sri Aurobindo University with the following documents along with the prescribed fee

- B.P.T./B.P.Th./B.Sc (PT) provisional /Degree certificate issued by the respective university
- Mark sheets of all the university examination passed.
- Completion of internship certificate
- Bonafide and character certificate from the Head of Institution last attended.
- Leaving/Transfer certificate from the Institution last attended.
- Physical fitness certificate from a registered Medical Practitioner.
- Proof of SC/ST or category-I as the case may be.
- A candidate migration certificate who has been admitted to postgraduate course should register his/her name in the University within a month of admission after paying the registration fee.

**6. COMMENCEMENT OF CLASSES:**

The date of commencement of classes will be communicated to the candidates at the time of counseling. Similar shall be notified at SAU website. Candidates will be required to be present in the campus and report to the Head of the college for inaugural address so that they are aware of the various requirements, facilities structures and orientation of the Department and the University.

**7. DURATION OF COURSE:**

The duration of the certified study for the Master of physiotherapy shall be full time regular course and its duration shall extend over a period of two continuous academic Years' on a full time basis for the award of the degree. The student for the award of the MPT degree shall have to qualify in all papers prescribed for the MPT course within a period of FOUR years from the date he/she joined the course.

**8. MEDIUM OF INSTRUCTION:**

English will be the medium of instruction for the subjects of study and for the examination of the MPT course

**9. COURSE OF STUDY:**

The course of the study, subjects and teaching schedule for I & II year MPT is shown separately in table 1 and 2.

**TABLE 1**  
**MPT PART 1 (First 12 months)**

S.No.		SUBJECTS	Teaching Hours		
			Theory	Clinical/Practical	Total
1	1a	Basic Medical Sciences	100	75	175
	1b	Principles of Physiotherapy Practice	50	75	125
2	2a	Biomechanics	100	75	175
	2b	Kinesiology	100	75	175

3	3a	Research Methodology & Biostatics	100	-	100
	3b	Educational Technology	50	-	50
4		Exercise Physiology and Nutrition	175	50	225
5		Clinical training	-	650	650
6		Seminar, Journal Club, Teaching Skills, Case Presentation, Field Works etc	-	150	150
Total					1825

TABLE 2  
MPT PART 2 (13<sup>th</sup> to 24<sup>th</sup> months)

S.No.	SUBJECTS	Teaching Hours		
		Theory	Clinical/Practical	Total
1	Physical Diagnosis and Rehabilitation	175	175	350
2	Elective-I*	150	100	250
3	Elective-II** (Advanced Therapeutics)	150	100	250
4	Dissertation	-	150	150
5	Clinical training	-	650	650
6	Seminar, Journal Club, Teaching Skills, Case Presentation, Field Works etc.	-	150	150
Total				1800

**Elective-I\*: Subjects-**

- M P T.Orthopedic: Orthopedic Physiotherapy.
- M.P T.Neurology.Neurological Physiotherapy.
- M.P.T.Cardiorespiratory' Cardiorespiratory Physiotherapy.

- M.P.T.Sports: Sports Physiotherapy
- M.P.T.Geriatric: Geriatric Physiotherapy
- M.P.T. Obstetrics &Gynecology: Obs.& Gynecological Physiotherapy.
- M.P.T.Pediatric: Pediatric Physiotherapy

**Elective-II\*\*: Subjects-(Advanced Physiotherapy)**

- M.P.T.Orthopedic Advanced Physiotherapeutic in Orthopedic Physiotherapy.
- M.P.T. Neurology: Advanced Physiotherapeutic in Neurological Physiotherapy.
- M.P.T. Cardiorespiratory Advanced Physiotherapeutic in Cardiorespiratory Physiotherapy.
- M.P.T.Sports: Advanced Physiotherapeutic inSports Physiotherapy.
- M.P.T. Geriatric: Advanced Physiotherapeutic in Geriatric Physiotherapy.
- M.P.T. Obstetrics &Gynecology: Advanced Physiotherapeutic in Obs. & Gynecological Physiotherapy.
- M.P.T. Pediatric: Advanced Physiotherapeutic in Pediatric Physiotherapy.

**10. MPT COURSE TRAINING METHODS:**

- 10.1 The training of postgraduate for MPT degree shall be both practical & theoretical learning experience on a full time pattern with graded responsibilities in the management and treatment of patients entrusted to his / her care.
  - 10.2 The participation of all the students in all facets of educational process is essential. Every candidate should take part in seminars, group discussions, clinical rounds, care demonstrations, clinics, journal review meetings & CME.
  - 10.3 Every candidate should be required to participate in the teaching and training programs of undergraduate students. Training should include involvement in laboratory experimental work and research studies
- MPT Course enable an individual to learn the important aspects of the Physiotherapy in various fields.

**11. MONITORING PROCESS OF STUDY(INTERNAL MONITORING)**

The monitoring is done by the staff of the department based on participation of students in various teaching / learning activities. It may be structured and assessment

will be done using checklists that assess various aspects.

11.1 Logbook: Every candidate shall maintain a Logbook and record his/her participation in the training programmes conducted by the department such as journal reviews, seminars etc.

Special mention may be made of the presentations by the candidate as well as details of clinicals of laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution and presented in the university examination.

11.2 Periodic Tests: The College may conduct periodic tests. The test may include written theory papers, practical, viva voce and clinical in the pattern of university examination. Records and marks obtained in such tests will be maintained by the Head of Department and sent to the University, when called for.

## **12. ATTENDANCE REQUIREMENT TO APPEAR FOR EXAMINATION:**

12.1 No candidate shall be permitted to appear for the examination unless he/she puts 80% of the training during each academic year of the post graduate course and produces the necessary certificate of study & attendance from head of the institute as per University attendance Policy.

12.2 A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination. He / She will be required to make up the deficit in attendance to become eligible to take subsequent examination.

12.3 Dean/ Principal of the college are empowered to condone 10% of attendance on valid grounds. Monthly attendance of students has to be sent to the university every month from the respective affiliated colleges.

## **13. DISSERTATION/THESIS:**

Every candidate pursuing MPT degree course is required to carry out work on a selected research Project under the guidance of a recognized postgraduate teacher. The results of such a work shall be submitted in the form of dissertation

The dissertation is aimed to train a graduate student in research methods and

techniques. It includes identification of a problem, formulation of a hypothesis search and review of literature getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and comparison of results and drawing conclusions.

Every candidate shall submit to the Registrar of university in the prescribed Performa a synopsis containing particulars of proposed dissertation work within 4 months from the date of commencement of the course on or before the dates notified by the university. The synopsis shall be sent through the proper channel. Such synopsis will be reviewed and the university will register the dissertation topic. All the synopsis of Dissertation have to be approved by the Institutional Ethical Committee.

No change in the dissertation topic or guide shall be made without prior approval of the university. Guide will be only a facilitator, advisor of the concept and hold responsibility in correctly directing the candidate in the methodology and not responsible for the outcome and results.

The dissertation should be written under the following headings

- Title Page
- Certificates
- Acknowledgement
- List of Abbreviation
- Table of Contents
- List of Graphs
- List of Figures
- List of Tables.
- Introduction
- Aims and Objectives
- Review of Literature
- Material and Methods
- Results
- Discussion
- Conclusion
- References



➤ Appendices

The written text of dissertation shall not be less than 50 pages and shall not exceed 100 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8 27" x 11 69" and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Five copies of dissertation thus prepared shall be submitted to the Registrar (Evaluation), three months before final examination on or before the dates notified by the university.

The examiners appointed by the university shall value the dissertation. Approval of dissertation work is an essential precondition for a candidate to appear in the university examination. The dissertation shall be evaluated by the evaluator (Examiners) apart from the guide out of which one is external. Evaluator acceptance other than the guide will be considered as a precondition for eligibility to take.

**14. GUIDE:**

**14.1 Qualification of Guide:** The academic qualification and teaching experience required for recognition by this university is as per the criteria for recognition of MPT teachers for guides.

**Criteria for recognition of MPT teacher / guide**

- Five years of teaching experience after Post-graduate as lecturer/ assistant professor working on a full time position at a Recognized teaching institute.
- Guide should be of same elective to student.
- The age of guide/teacher shall not exceed 65 years.
- The guide student ratio should be 1:5

**14.2 Change of Guide:** In the event of registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the university.

**14.3** Candidate cannot be left without guide for more than 3 months total during their post-graduation study.(i.e. in the event of resignation of guide college should

appoint the guide within 3 months as per the essential criteria of guide) or as prescribed by University/Government.

## **15. EXAM:**

**15.1 Schedule of Examination:** The candidate admitted in an academic year will be registered to take up their University examination after completion of two academic years

Subject of first year MPT College/ Institutional examinations; Basic Medical Sciences & Principles of Physiotherapy Practice, Biomechanics & Kinesiology, Research Methodology & biostatistics and Educational Methodology, Exercise Physiology & Nutrition

Subjects in second year University Examinations will be as per the elective specialization (Orthopedics/ Neurology/ Cardiorespiratory/ Sports/ Geriatrics/ Gynecology/ Pediatric) Physical Diagnosis & Rehabilitation which will be common subjects to all the students.

\*Advanced Physiotherapeutic would be additional elective subject as per specialization.

### **15.2 Essentiality to appear in Exam:**

15.2.1 Candidate must be having attendance as described.

15.2.2 Dissertation submitted by student must be accepted by authority.

### **15.3 Commencement of the Examination:** There shall be two university examinations:

Main and Supplementary examination as per university notification every year academic year for MPT Final year candidates only. For MPT course (which is of two years duration), the University examination will be held at the end of second year only. However, at the end of first academic year, Internal examination will be conducted at the college level itself and the result has to be sent to the University as per the scheduled notification (These marks will be included in the Final Transcripts), and the students are eligible to appear their final year examination at SAU, subject to passing in first year internal examination conducted at college / institution level.

### **15.4 Working days in an academic Calendar/Admissions:** The admission of students

into various programs should be completed as per statutory body guidelines. There shall be 240 minimum teaching days in one academic year

**15.5 Scheme of Examination:** The exam of Master in Physiotherapy will be taken by theory, Practical & Viva-voce.

<b>MPT 1<sup>st</sup> Year(Common for All candidates):</b> Institutional Examination as per University Notification			
<b>Paper</b>	<b>Subject</b>	<b>Max. Marks</b>	<b>Minimum Passing Marks</b>
Paper 1	Basic Medical Sciences & Principles of Physiotherapy Practice	100	50
Paper 2	Biomechanics & Kinesiology	100	50
Paper 3	Research Methodology & Biostatistics and Educational Methodology	100	50
Paper 4	Exercise Physiology & Nutrition	100	50
<b>Total Max. Marks</b>		<b>400</b>	

(There shall be institutional/college level theory examination as per university notification, marks to be send to university)

<b>MPT 2<sup>nd</sup> /Final Year: University Examination</b>					
<b>Paper</b>	<b>Subject</b>	<b>Written</b>	<b>Practical</b>	<b>Viva</b>	<b>Total</b>
Paper 1	Physical Diagnosis & Rehabilitation	100	100	50	250
Paper 2	Elective-I*	100	100	50	250
Paper 3	Elective-II**(Advanced Physiotherapeutic)	100	-	-	100
	Dissertation	-	-	100	100
<b>Total Max. Marks</b>		<b>700</b>			

Note- Viva marks will be added in practical marks; candidate have to get min 50% marks i.e. 75 marks in practical and viva collectively for passing the practical examination

**Elective-I\*: Subjects - (Caluse-9)**

**Elective-II\*\*: Subjects (Advanced Physiotherapy) - (Caluse-9)**

**15.6 Passing Marks of Examination:**

15.6.1 The passing marks of examination would be 50% for each subject and also in total marks obtained. The candidate has to pass in theory and practical examination separately. For theory paper 50% passing marks separately.

15.6.2 The candidate should pass separately in two heads i.e. in Theory and Practical/Viva (with 50% marks).

15.6.3 The candidate has to pass separately in each subject in internal assessment examination (with 50% marks) in order to be eligible to appear in university examinations.

15.6.4 The grace marks shall be allowed according to the University Policy

**15.7 Supplementary Exam:** A candidate will have to reappear in the whole examination including theory & Practical during the supplementary examination.

Supplementary examination can be conducted after 6 months of the main examination

15.8 After completion of two academic years of studies he/she shall not have any privileges of a regular student.

**16. DECLARATION OF CLASS:**

**A Successful candidate-**

16.1 Who secure 75% and above in the aggregate marks shall be declared to have secured 'FIRST CLASS WITH DISTINCTION' Provided he/she passes the whole examination in the FIRST ATTEMPT

16.2 Who secure above 60% & Less than 75% in the aggregate marks shall be declared to have passed the examinations in the 'FIRST CLASS', Provided he/she passes the whole examination in the FIRST ATTEMPT.

16.3 Who secure above 50% & Less than 60% in the aggregate marks shall be declared to have passed the examinations in the 'SECOND CLASS', Provided he/she passes the whole examination in the FIRST ATTEMPT.

16.4 All other successful candidate who passed the examination in more than first/one attempt shall be declared to have PASS CLASS; irrespective of percentage of marks secured.

**17. A SUCCESSFUL CANDIDATE OF THE M.P.T. PART-I AND PART- II EXAMINATION SHALL BE AWARDED DEGREE IN FOLLOWING NOMENCLATURE:**

- 17.1 M.P.T. In Orthopedic Physiotherapy.
- 17.2 M.P.T. In Neurological Physiotherapy
- 17.3 M.P.T. In Cardiorespiratory Physiotherapy.
- 17.4 M.P.T. In Sports Physiotherapy.
- 17.5 M.P.T. In Geriatric Physiotherapy
- 17.6 M.P.T. In Gynecology Physiotherapy.
- 17.7 M.P.T. In Pediatric Physiotherapy.

**18. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**PARTICULARS OF THEORY QUESTION PAPERS AND DISTRIBUTION OF MARKS**

A written examination consisting of 4 question papers each of three hours duration & each paper carrying 100 marks Particulars of Theory question paper & distribution of marks are shown below

**PATTERN OF MODEL QUESTION PAPER FOR MPT EXAMINATION:****➤ MPT Theory: Maximum Marks: 100**

No. & Type of Question	Marks for each question	Total Max. Marks
10 Very Short Answer Question (Answer to be given in 50-60 words)	02	20
5 Short Answer Questions ( Answer to be given in 250-300 words)	10	50
2 Essay Type Questions (Answer to be given in 450-500 words)	15	30
<b>Total</b>		<b>100</b>

**➤ MPT Practical / Clinical :****150 Marks***Note All cases for clinical examination should be on patients & not on model*

Practical-I + Viva-voce = 1x100= 100 Marks  
Marks

Viva Voce = 50

Practical-II + Viva Voce = 1x100= 100 Marks  
Marks

Viva Voce = 50

[Marks Entry Practical/Clinical = 100 Marks]

Viva-voce = 50 Marks]

**➤ PARTICULARS OF PRACTICAL AND VIVA-VOCE**

Clinical Examination will be aimed at examination of clinical skills and competence of the candidates for undertaking independent work as a specialist

PRACTICAL / VIVA-VOCE	DESCRIPTION	MARKS ALLOTTED
Practical I	Long case from Specialty area to assess investigative, diagnostic skills and patient management skills	100
Viva-voce	5 Spotters and viva from the specialty area	50
Practical II	Major Elective long case aimed at examining clinical skills and competency of the candidate for undertaking independent work	100
Viva-voce	Viva on dissertation/ Specialty.	50

#### ➤ PARTICULARS OF VIVA VOCE

Viva- Voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence & oral communication skills and spotters. Special emphasis shall be given to dissertation work during the MPT Part examination. The marks of Viva-Voce examination shall be included in the clinical examination to calculate the percentage and declaration of results.

#### ➤ EXAMINERS

**Practical – I** - There shall be 2 examiners. One of them shall be external outside the zone from the same specialty and the other shall be internal from the same specialty from the same college.

**Practical – II** - There shall be 2 examiners. One of them shall be external outside the University from the same specialty and the other will be guide assigned to the student from the same college.

#### ➤ CRITERIA FOR DECLARING PASS IN THE UNIVERSITY EXAMINATION

A candidate shall be declared pass if he / she secures a 50% of marks in theory aggregate and secures a 50% of marks in Practical / Clinical and Viva-Voce aggregate.

#### ➤ DECLARATION OF CLASS

First class with distinction – 75% & above in aggregate provided the candidate passes the examination in 1<sup>st</sup> attempt. First class – 60% & above in aggregate provided the candidate pass the examination in 1<sup>st</sup> attempt.

Pass – 50% of maximum marks in theory aggregate and 50% of maximum marks in clinical and Viva-Voce aggregate.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 34****POST BASIC BACHELOR OF SCIENCE IN NURSING****2 years Degree Course****PREAMBLE**

The SAIMS College of Nursing established in 2005 with four-year B.Sc. Nursing programme and started M.Sc. Nursing Programme in the Year 2008. The college is affiliated to Sri Aurobindo University, Indore and has the requisite permission from Indian Nursing Council New Delhi, Govt. of Madhya Pradesh, Bhopal, Madhya Pradesh Nurses Registration Council, Bhopal. The college is attached to SAIMS Medical College & Bhandari Hospital & Research Centre, Indore and two rural – urban primary health centres for clinical and practical learning of students. The hospital and PHCs are well equipped and have all the facilities for modern health care. The college has since its inception gained academic excellence and has worked efficiently towards development of all round personality of students. The college has excellent infrastructure with hard working and dedicated faculty.

Nursing is essentially a profession of dedication, love for community, faith and courage. To be successful professional in the field of Nursing, one must have courage, honesty, emotional maturity and compassion to serve. These qualities are developed during the training to make an efficient nurse and useful member of the society.

The college has highly qualified faculty, active in teaching & practice. The College has fully equipped library with more than 5000 books, Indian & Foreign Journals, Reference Books, Variety of newspapers, books on personality Development and competitive examinations etc. The college provides hostel for boys and girls with all basic facilities and congenial atmosphere for studies. The college conducts yoga classes which is also a part of curriculum and adheres to the philosophy of the institute.



**1. VISION, MISSION AND PHILOSOPHY:****1.1 Vision:**

Our vision aims at becoming one of the top most institutes in India providing quality education in Nursing Science

**1.2 Mission:**

Our mission is to promote excellence in Nursing Sciences & Research Education. To educate students to become excellent Nurses, by focusing on pedagogy that is integrated and strengthened by specialist faculty, all of who value patient-focused care, community service, and research and to serve to the health needs of humanity.

**1.3 Philosophy:**

The institute is fully conscious of its objective of inculcating the spirit of universal healthcare, honesty and dedication by promoting social and intellectual standards which are essential inputs for promoting well-being of the masses by extending literacy and nursing knowledge.

The institute has a vision that its students, after passing out graduation and post-graduation qualification in the field of Nursing sciences will not only act as flag bearers of the Institute in the field of Nursing education but will also assume added responsibilities in the field of public health; both at National and international levels. They are also prepared not only for shouldering responsibilities in the preparation of better qualified and skilled nursing personal, but also prepare nurses to function as effective administrators, managers, educators and researchers to fulfil the increased nursing manpower demand of the country and to uplift the standard of nursing profession

**2. AIMS & OBJECTIVES:****2.1 AIMS:**

The aim of the undergraduate nursing program at the post basic level is to upgrade the diploma (GNM) nurses to:

2.1.1 Assume responsibilities as professional, competent nurses and midwives at basic level in providing promotive, preventive, curative, and

rehabilitative services.

- 2.1.2 Make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical/public health settings

**2.2 OBJECTIVES:**

**On completion of Post-Basic B.Sc. Nursing degree program the graduates will be able to:**

- 2.2.1 Demonstrate competency in techniques of nursing based on concepts and principles from selected areas of nursing physical, biological and behavioral sciences.
- 2.2.2 Participate as members of health team in the promotive preventive, curative and restorative health care delivery system of the country.
- 2.2.3 Assess health states, identify nursing needs, plan, implement and evaluate nursing care for patients /clients that contribute to health of individuals, families' and communities
- 2.2.4 Demonstrate leadership qualities and decision-making abilities in various situations.
- 2.2.5 Demonstrate skills in communication and interpersonal relationship.
- 2.2.6 Demonstrate managerial skills in community health settings.
- 2.2.7 Recognize the need for continued learning for their personal and professional development
- 2.2.8 Demonstrate skills in teaching to individuals and groups in community health settings. Practice ethical values in their personal and professional life.
- 2.2.9 Participate in research activities and utilize research findings in improving nursing practice
- 2.2.10 Recognize the need for continued learning for their personal and professional development

**3. COURSE STRUCTURE:**

3.1 The course of study leading to Post Basic B.Sc Nursing Degree shall consist of two academic years.

- I. Post Basic B.Sc. (N) First Year
- II. Post Basic B.Sc. (N) Second Year

**4. ACADEMIC QUALIFICATION FOR ADMISSION:**

4.1 Must have passed General Nursing and Midwifery with minimum of 50% marks in aggregate.

4.2 Registered Nurse and Registered Midwife qualified from a recognized institute and registered with respective State Nursing Council as approved by Indian Nursing Council (I.N.C )

4.3 If the registration certificate cannot be obtained immediately, the original evidence for registration in the form of receipt or any other authenticated document from the office of the State Nursing Council will be accepted in lieu of the Registration Certificate.

4.4 Physical Fitness Certificate : Every candidate before admission to the course shall submit to the Principal of the Institution a certificate of medical fitness from an authorised medical officer that the candidate is Physically fit to undergo the academic course and does not suffer from any disability or contagious diseases.

4.5 Upper age limit: There shall be no upper age limit for admission to the first year of Post Basic B Sc. Degree Courses in Nursing for trained Nurses

**5. CRITERIA FOR SELECTION:**

5.1 The candidate who fulfil the aforesaid academic qualification for admission

5.2 Selection of the candidate shall be based on the merit of the entrance examination held by the Sri Aurobindo University, Indore or competent authority, on the basis of merit calculated on total marks obtained in the above stated recognized entrance examination.

5.3 15% of total seats will be filled by the candidates on all India Basis inclusive of Madhya Pradesh and remaining 85% will be filled up by the Bonafide candidates

of Madhya Pradesh

- 5.4 Out of 85% bonafide candidate seats, 10% shall be reserved for employee/ex-employee/retired employee of the Sri Aurobindo Institute of Medical Sciences and Hospital, Indore, and 3% shall be reserved for physically handicapped candidates (disability of locomotor to the 40% to 50% of the lower extremity and other eligibility criteria with regards to age and qualifications will be same as prescribed for each programme) A certificate of physically handicapped issued by an authorized board should be submitted.
- 5.5 Candidate must be medically fit.
- 5.6 Counselling will be held to finalize the admission as per the required ordinances. The candidates must be physically present at the time of counselling, if required.

#### **6. RESERVATION POLICY:**

- 6.1 For disabled candidates: 3% Disability reservation to be considered with a disability of locomotors to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for each nursing programme.

**Note** – A committee to be formed consisting of medical officer authorized by medical board of the state government and a nursing expert in the panel which may decide whether the candidates have the disability of locomotors of 40% to 50%.

- 6.2 5% of total marks is relaxed for SC/ST/OBC candidate.
- 6.3 Any other reservation as per the state Govt.

#### **7. COURSE DURATION:**

- 7.1 The Duration of Post Basic B.Sc (Nursing) Course Shall be Two Years.
- 7.2 The duration of each academic Year of Post Basic B.Sc (Nursing) I, II Years Shall be not less than 10 Months.
- 7.3 The Maximum period to complete the course successfully should not exceed 4 Years from the date of Admission or as per University Policy

**8. COURSE COMMENCEMENT:**

- 8.1 The commencement Post Basic B.Sc. (N) 1<sup>st</sup> year shall start during the period of July/August of every year
- 8.2 Vacation shall be granted maximum eight weeks duration between 02 academic years.
- 8.3 The subject to be studied in different academic year of Post Basic B.Sc (N) shall be as per scheme given as in subsequent sequence.

**9. EXAMINATION:**

- 9.1 The medium of instruction and examination shall be English throughout the course of the study.
- 9.2 **Scheme of Examination**

**POST BASIC B.Sc. FRIST YEAR**

Sr. No.	Subject	Hour	Assessment		Total
			Internal	External	
Theory					
1	Nursing Foundation	2	15	35	50
2	Nutrition and Dietetics	2	15	35	50
3	Biochemistry and Biophysics	3	25	75	100
4	Psychology	3	25	75	100
5	Microbiology	3	25	75	100
6	Maternal Nursing	3	25	75	100
7	Child Health Nursing	3	25	75	100
8	Medical & Surgical Nursing	3	25	75	100
9	English (Qualifying)*	3	25	75	100
Practicals					
1	Maternal Nursing		50	50	100
2	Child Health Nursing		50	50	100
3	Medical & Surgical Nursing		50	50	100

**Note:** \* Qualifying Examination of English will be held at University

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student.

### **POST BASIC B.Sc. SECOND YEAR**

Sr. No.	Subject	Hours	Assessment		Total
			Internal	External	
Theory					
1	Sociology	3	25	75	100
2	Community Health Nursing	3	25	75	100
3	Mental Health Nursing	3	25	75	100
4	Introduction to Nursing Education	3	25	75	100
5	Introduction to Nursing Administration	3	25	75	100
6	Introduction to Nursing Research & Statistics**	2	50	--	50
Practicals					
1	Community Health Nursing		50	50	100
2	Mental Health Nursing		50	50	100
3	Research Project**		50	50	50

**Note:** \*\* 1) Introduction to Nursing Research & Statistics examination

will be held at institution level

\*\*2) Research Project work to be carried out during clinical training

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student

#### **9.3 University examination:**

9.3.1 There shall be one Annual University Examination at the end of each Academic Year

- 9.3.2 There shall be provision for supplementary examination.
- 9.3.3 The University Examination marks for Medical Surgical Nursing (Practical & Viva Voice paper), Maternal Nursing (Practical and Viva Voice), Child Health Nursing (Practical And Viva Voice), Community Health Nursing (Practical And Viva Voice) and Mental Health Nursing (Practical And Viva Voice), shall be out of 50 marks.
- 9.3.4 Biochemistry and Biophysics – Question paper will consist of Section A- Biochemistry of 38marks and Biophysics of 37 marks.
- 9.3.5 If a candidate fails in either theory or practical he/she has to re-appear for both theory and practical.
- 9.3.6 The candidate shall have to clear all the previous examination before appearing for final year examination.
- 9.3.7 Minimum pass marks shall be 50% in each of the theory and practical separately.
- 9.3.8 Maximum number of candidate for practical examination should not exceed 20 per day.

**9 4 Internal Examination:**

- 9.4.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre-University examination for theory and practical subjects.
- 9.4.2 The Internal assessment marks for the theory subjects shall be out of 25 marks in all subjects except in nursing foundation and nutrition and dietetics it shall be out of 15 marks. (Ref-9 2)
- 9.4.3 The Internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area or field (Ref-9.2).
- 9.4.4 The Internal assessment marks for Medical Surgical Nursing (Practical & Viva Voice paper-II), Maternal Nursing (Practical And Viva Voice –III), Child Health Nursing (Practical And Viva Voice –IV) ,Mental Health Nursing (Practical And Viva Voice-V), and Community Health Nursing (Practical And Viva Voice –VI) shall be out of 50 marks.(Ref-9 2).

**9.5 Supplementary Examination:**

- 9.5.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of November/December. However, those who fail in supplementary exam they will appear in main exam.
- 9.5.2 If a first year candidate fails in mid-session supplementary papers , candidates will be given an opportunity to appear in the main examination of II<sup>nd</sup> year provisionally along with backlog of last year subjects.
- 9.5.3 If a candidate fails in backlog subjects of the I<sup>st</sup> year, the result of I<sup>st</sup> year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat his/her backlog subjects of I<sup>st</sup> year in next midsession supplementary examination.
- 9.5.4 Only failed subjects will have to be repeated in mid-session supplementary or Supplementary examination with the main annual examination.
- 9.5.5 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

**10. CRITERIA FOR PASSING:**

- 10.1 A candidate has to pass in theory and practical exam separately in each of the subjects
- 10.2 Minimum pass marks shall be 50% in each of the theory and practical separately.
- 10.3 If a candidate fails in either theory or practical exam he/she has to re-appear for both theory and practical
- 10.4 Minimum pass marks shall be 33% for English only.

**11. DIVISION & MERIT:**

- 11.1 Distinction – 75% and above in any subject (First attempt only)



- 11.2 First Division – 60% and 74%
- 11.3 Second Division – 50-59%
- 11.4 Pass Class – Shall be awarded to the candidate passing with supplementary or more than one attempt

**12. ATTENDANCES:**

- 12.1 A candidate must have minimum of 80% attendance in theory in each subject for appearing for examination or as per University Policy.
- 12.2 A candidate must have 100% attendance in each of the clinical area before award of degree

**13. APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTER:**

The appointment of examiner for the theory and practical examination shall be based on following rules-

- 13.1 Question paper setter / moderator / head evaluator shall be professor, Associate professor and assistant professor with at least 3 years of teaching experience, working in any nursing institute recognized by statutory body.
- 13.2 **Practical Examiner**
  - 13.2.1 One internal and one external examiner should jointly conduct practical examination for each student
  - 13.2.2 An examiner should be an Assistant Professor / Lecturer or above in a college of nursing with M Sc (N) in concerned subject and minimum of 3 years of teaching experience.

**14. REVALUATIONS / RE-TOTALING:**

- 14.1 Revaluation and re-totaling of marks is permitted for theory papers only. The university, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and revaluation for the subjects applied.
- 14.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the university

**15. CANCELLATION OF ADMISSION:**

15.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on Recommendation of Head of Institution, if,

15.1.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the university.

OR

Candidate is not able to complete the course within the stipulated time as prescribed by the university.

OR

Candidate is found involved in serious breach of discipline in the Institution or in university campus

**16. SCHEME OF STUDIES:****16.1 ANNUAL SCHEDULE OF STUDIES**

Course Duration	-	02 years
Weeks available per year	-	52 weeks
Vacation	-	07 weeks
Gazetted holidays	-	03 weeks
Examination (including preparatory)	-	04 weeks
Available weeks	-	38 weeks
Hours available per academic year	-	1520(38 Wk x40)

16.2 The subject of study and hours wise distribution in different academic year of Post Basic B.Sc. (N) shall be as per the scheme given below.

**DISTRIBUTION OF HOURS****POST BASIC B.SC FIRST YEAR**

Sr. No.	Subject	Theory Hours	Practical Hours
1	Nursing Foundation	45	--
2	Nutrition and Dietetics	30	15
3	Biochemistry and Biophysics	60	--

4	Psychology	60	15
5	Microbiology	60	30
6	Maternal Nursing	60	240
7	Child Health Nursing	60	240
8	Medical & Surgical Nursing*	90	270
9	English (Qualifying)*	60	--
10	Universal Human Values & Personality-I	--	30
<b>Total</b>		<b>525</b>	<b>840</b>

**Note :** \* Teaching of anatomy , physiology , pharmacology and pathology will be integrated with medical surgical nursing.

### POST BASIC B.SC SECOND YEAR

Sr.No.	Subject	Theory Hours	Practical Hours
1	Sociology	60	--
2	Community Health Nursing	60	240
3	Mental Health Nursing	60	240
4	Introduction to Nursing Education	60	75
5	Introduction to Nursing Administration	60	180
6	Introduction to Nursing Research & Statistics**	45	120
7	Universal Human Values & Personality-II	--	
<b>Total</b>		<b>345</b>	<b>885</b>

**Note:** \*\*Research Project work to be carried out during clinical training

#### 17. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 35****BACHELOR OF SCIENCE IN NURSING****4 years Degree Course****PREAMBLE**

The SAIMS College of Nursing established in 2005 with four-year B.Sc. Nursing programme and started M.Sc. Nursing Programme in the Year 2008. The college is affiliated to Sri Aurobindo University, Indore and has the requisite permission from Indian Nursing Council New Delhi, Govt. of Madhya Pradesh, Bhopal, Madhya Pradesh Nurses Registration Council, Bhopal. The college is attached to SAIMS Medical College & Bhandari Hospital & Research Centre, Indore and two rural – urban primary health centres for clinical and practical learning of students. The hospital and PHCs are well equipped and have all the facilities for modern health care. The college has since its inception gained academic excellence and has worked efficiently towards development of all round personality of students. The college has excellent infrastructure with hard working and dedicated faculty.

Nursing is essentially a profession of dedication, love for community, faith and courage. To be successful professional in the field of Nursing, one must have courage, honesty, emotional maturity and compassion to serve. These qualities are developed during the training to make an efficient nurse and useful member of the society.

The college has highly qualified faculty, active in teaching & practice. The College has fully equipped library with more than 5000 books, Indian & Foreign Journals, Reference Books, Variety of newspapers, books on personality Development and competitive examinations etc. The college provides hostel for boys and girls with all basic facilities and congenial atmosphere for studies. The college conducts yoga classes which is also a part of curriculum and adheres to the philosophy of the institute.

**1. VISION, MISSION AND PHILOSOPHY:****1.1 Vision**

Our vision aims at becoming one of the top most institutes in India providing quality education in Nursing Science.

**1.2 Mission**

Our mission is to promote excellence in Nursing Sciences & Research Education. To educate students to become excellent Nurses, by focusing on pedagogy that is integrated and strengthened by specialist faculty, all of who value patient-focused care, community service, and research and to serve to the health needs of humanity.

**1.3 Philosophy**

The institute is fully conscious of its objective of inculcating the spirit of universal healthcare, honesty and dedication by promoting social and intellectual standards which are essential inputs for promoting well-being of the masses by extending literacy and nursing knowledge.

The institute has a vision that its students, after passing out graduation and post-graduation qualification in the field of Nursing sciences will not only act as flag bearers of the Institute in the field of Nursing education but will also assume added responsibilities in the field of public health; both at National and international levels. They are also prepared not only for shouldering responsibilities in the preparation of better qualified and skilled nursing personnel, but also prepare nurses to function as effective administrators, managers, educators and researchers to fulfil the increased nursing manpower demand of the country and to uplift the standard of nursing profession.

**2. AIMS & OBJECTIVE****2.1 The Aims of the undergraduate nursing program is to:**

2.1.1 Prepare graduates to assume responsibilities as professional, competent nurses and midwives in providing promotive, preventive, curative, and rehabilitative services

2.1.2 Prepare nurses who can make independent decisions in nursing situations, protect the rights and facilitate individuals and groups in pursuit of health, function in the hospital, community nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor and manager in a clinical / public health setting.

## 2.2 OBJECTIVES:

On completion of the four-year B.Sc. Nursing program the graduate will be able to:

- 2.2.1 Apply knowledge from physical, biological, and behavioral sciences, medicine including alternative systems and providing nursing care to individuals, families and communities.
- 2.2.2 Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
- 2.2.3 Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.
- 2.2.4 Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care
- 2.2.5 Utilize the latest trends and technology in providing health care.
- 2.2.6 Provide promotive, preventive, and restorative health services in line with the national health policies and programmes.
- 2.2.7 Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.
- 2.2.8 Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and teamwork.
- 2.2.9 Demonstrate skills in teaching to individuals and groups in clinical/community health settings
- 2.2.10 Participate effectively as members of the health team in health care delivery system.

2.2.11 Demonstrate leadership and managerial skills in clinical/community health settings.

2.2.12 Conduct need based research studies in various settings and utilize the research findings to improve the quality of care.

2.2.13 Demonstrate awareness, interest and contribute towards advancement of self and of the profession.

### **3. COURSE STRUCTURE:**

The course of study leading to B.Sc Nursing Degree shall consist of four academic years (including Internship)

- 3.1 Basic B.Sc. (N) First Year
- 3.2 Basic B.Sc. (N) Second Year
- 3.3 Basic B.Sc. (N) Third Year
- 3.4 Basic B.Sc. (N) Fourth Year including Internship

### **4. ACADEMIC QUALIFICATION FOR ADMISSION:**

- 4.1 The course of study for B.Sc. Nursing in first year shall be opened to both male and female candidates. The percentage of female candidates shall not fall below 50% of total candidates.
- 4.2 Candidate must have completed the age of seventeen (17) years but not have completed thirty five (35) years for both male and female, before thirty first (31) December of the year of admission.
- 4.3 Must have passed the Senior Secondary School Certificate Examination (10+2) conducted by a statutory Board.
- 4.4 Candidates are also eligible from state Open school recognized by state government and national institute of open school recognized by central government having science subjects and English only.
- 4.5 Candidate should have passed in the subjects of PCB and English individually and must have obtained a minimum of 45% marks taken in PCB at the qualifying examination (10+2).

- 4.6 A candidate belonging to SC/ST or other backward classes, the mark obtained in Physics, Chemistry & Biology (PCB) taken together in qualifying examination is 40% instead of 45% as stated above.
- 4.7 English is a compulsory subject in 10+2 for being eligible for admission to B Sc. (N).

**5. CRITERIA FOR SELECTION:**

- 5.1 The candidate who fulfill the aforesaid academic qualification for admission.
- 5.2 Selection of the candidate shall be based on the merit of the entrance examination held by the Sri Aurobindo University, Indore or competent authority, on the basis of merit calculated on total marks obtained in the above stated recognized entrance examination.
- 5.3 15% of total seats will be filled by the candidates on all India Basis inclusive of Madhya Pradesh and remaining 85% will be filled up by the Bonafide candidates of Madhya Pradesh.
- 5.4 Out of 85% bonafide candidate seats, 10% shall be reserved for employee/ex-employee/retired employee of the Sri Aurobindo Institute of Medical Sciences and Hospital, Indore, and 3% shall be reserved for physically handicapped candidates (disability of locomotor to the 40% to 50% of the lower extremity and other eligibility criteria with regards to age and qualifications will be same as prescribed for each programme). A certificate of physically handicapped issued by an authorized board should be submitted.
- 5.5 In case the reserve seats are not filled in a particular category unfilled seats will be transferred/ opened/ filled by other general candidates.
- 5.6 Candidates should be medically fit.
- 5.7 Counselling will be held to finalize the admission as per the required ordinances. The candidates must be physically present at the time of counselling, if required.
- 5.8 In case of the tie position between two or more than two, than total number of attempts for passing senior secondary school examination, date of birth and percentage of marks obtained at the secondary examination respectively be considered in that order.



**6. RESERVATION POLICY:**

- 6.1 For disabled candidates 3% Disability reservation to be considered with a disability of locomotors to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for each nursing programme.

**Note** – A committee to be formed consisting of medical officer authorized by medical board of the state government and a nursing expert in the panel which may decide whether the candidates have the disability of locomotors of 40% to 50%.

- 6.2 5% of total marks is relaxed for SC/ST/OBC Candidate
- 6.3 Any other reservation as per the state Govt.

**7. COURSE DURATION:**

- 7.1 The Duration of basic B.Sc (Nursing) Course Shall be Four Years Including Internships.
- 7.2 The duration of each academic Year of Basic B.Sc. (Nursing) I, II, III, IV Years Shall be not less than 10 Months.
- 7.3 The Maximum period to complete the course successfully should not exceed 8 Years from the date of Admission or as per University Policy.

**8. COURSE COMMENCEMENT:**

- 8.1 The commencement Basic B Sc (N) 1<sup>st</sup> year shall start during the period of July/August of every year.
- 8.2 Vacation shall be granted maximum eight weeks duration between 2 academic years
- 8.3 The subject to be studied in different academic year of Basic B.Sc. (N) shall be as per scheme given as in subsequent sequence.

**9. EXAMINATION:**

- 9.1 The medium of instruction and examination shall be English throughout the course of the study.

9.2

**9.3 Scheme of Examination--****Basic B. Sc. (N) First Year**

Subject	Hours	Internal Assessment	University Examination	Total
<b>Theory</b>				
1. Anatomy & Physiology	3Hrs	25	75	100
2. Nutrition and Biochemistry	3Hrs	25	75	100
3. Nursing Foundation	3Hrs	25	75	100
4. Psychology	3Hrs	25	75	100
5. Microbiology	3Hrs	25	75	100
6. English	3Hrs	25	75	100
7. Introduction to Computer*		25	75	100
<b>Practical and Viva Voce</b>				
1. Nursing Foundations		100	100	200

\* Respective colleges will conduct examination for Introduction to Computer.

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student

**Basic B. Sc. (N) Second Year**

Subject	Hours	Internal Assessment	University Examination	Total
<b>Theory</b>				
1. Sociology	3Hrs.	25	75	100
2. Medical Surgical Nursing- I	3Hrs.	25	75	100
3. Pharmacology, Pathology, Genetics	3Hrs	25	75	100
4. Community Health Nursing – I	3Hrs.	25	75	100
5. Communication and Educational Technology	3Hrs	25	75	100

Practical and Viva Voce				
1 Medical – Surgical Nursing – I		100	100	200

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student.

#### Basic B. Sc. (N) Third Year

Subject	Hours	Internal Assessment	University Exam	Total
<b>Theory</b>				
1. Medical Surgical Nursing- II	3Hrs.	25	75	100
2. Child Health Nursing	3Hrs.	25	75	100
3. Mental Health Nursing	3Hrs.	25	75	100
4. Nursing Research & Statistics	3Hrs.	25	75	100
<b>Practical and Viva Voce</b>				
1. Medical - Surgical Nursing- II		50	50	100
2. Child Health Nursing		50	50	100
3. Mental Health Nursing		50	50	100

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student.

**Basic B. Sc. (N) Fourth Year**

Subject	Hours	Internal Assessment	University Exam	Total
<b>Theory</b>				
1 Midwifery and Obstetrical Nursing	3 Hrs	25	75	100
2. Community Health Nursing – II	3 Hrs	25	75	100
3. Management of Nursing Services and Education	3 Hrs.	25	75	100
<b>Practical and Viva Voce</b>				
1. Midwifery and Obstetrical Nursing		50	50	100
2. Community Health Nursing-II		50	50	100

**Note:** All practical examinations must be held in the respective clinical areas. One internal and one external examiner should jointly conduct practical /clinical examination for each student

#### 9.4 University Examination:

9.4.1 There shall be one Annual University Examination at the end of each Academic Year.

9.4.2 There shall be provision for supplementary examination.

9.4.3 The University Examination marks for Nursing Foundation (Practical & Viva voice Paper) & Medical Surgical Nursing -I (Practical & Viva Voice paper-II) shall be out of 100 Marks.

9.4.4 The University Examination marks for Medical Surgical Nursing –II (Practical And Viva Voice) ,Child Health Nursing (Practical And Viva Voice), Mental Health Nursing (Practical And Viva Voice), Midwifery And obstetrical Nursing (Practical And Viva Voice)and Community Health Nursing (Practical And Viva Voice) shall be out of 50 marks.

- 9.4.5 Anatomy and Physiology – Question paper will consist of Section A – Anatomy of 37 marks and Section B- Physiology should be of 38 Marks.
- 9.4.6 Nutrition and Biochemistry – Question paper will consist of Section A- Nutrition of 45 marks and Section B of Bio Chemistry of 30 marks.
- 9.4.7 Pharmacology, Pathology and Genetics – Question paper will consist of Section A-Pharmacology with 38 marks and Section B of Pathology of 25 marks and Genetics with 12 marks.
- 9.4.8 Nursing research and statistics – Question paper will consist of Section A- Nursing research of 50 marks and Section B of Statistics of 25 marks.
- 9.4.9 Theory and practical exams for introduction of computer will be conducted as college exam and marks to be sent to University for inclusion in the marks sheet
- 9.4.10 If a candidate fails in either theory or practical he/she has to re-appear for both theory and practical.
- 9.4.11 Fourth year final examination to be held only after completion of internship
- 9.4.12 The candidate shall have to clear all the previous examination before appearing for final year examination
- 9.4.13 Maximum number of candidate for practical examination should not exceed 20 per day
- 9.5 Internal Examination –**
- 9.5.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre-University examination for theory and practical subjects.
- 9.5.2 The Internal assessment marks for the theory subjects shall be out of 25 marks.
- 9.5.3 The Internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area or field (Ref. Clause -9.2).

9.5.4 The Internal assessment marks for Nursing Foundation (Practical & Viva voice Paper I) & Medical Surgical Nursing -1 (Practical & Viva Voice paper II) shall be out of 100 marks.

9.5.5 The Internal assessment marks for Medical Surgical Nursing –II (Practical And Viva Voice III) ,Child Health Nursing (Practical And Viva Voice IV), Mental Health Nursing (Practical And Viva Voice V), Midwifery And obstetrical Nursing (Practical And Viva Voice VI)and Community Health Nursing (Practical And Viva Voice VII) shall be out of 50 marks.

**9.6 Supplementary Examination –**

9.6.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of November/December. However, those who fail in supplementary exam they will appear in main exam

9.6.2 If a first year candidate fails in mid-session supplementary papers , candidates will be given an opportunity to appear in the main examination of II<sup>nd</sup> year provisionally along with backlog of last year subjects.

9.6.3 If a candidate fails in backlog subjects of the 1<sup>st</sup> year, the result of II<sup>nd</sup> year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat his/her backlog subjects of 1<sup>st</sup> year in next midsession supplementary examination.

9.6.4 Only failed subjects will have to be repeated in mid-session supplementary or Supplementary examination with the main annual examination.

9.6.5 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

**10. CRITERIA FOR PASSING:**

- 10.1 A candidate has to pass in theory and practical exam separately in each of the subjects.
- 10.2 Minimum pass marks shall be 50% in each of the theory and practical papers separately.
- 10.3 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).
- 10.4 Minimum pass marks shall be 45% for Introduction to Computer.
- 10.5 Maximum number of attempts permitted for each paper shall be three including first attempt.
- 10.6 Minimum pass marks shall be 40% for English only

**11. DIVISION & MERIT:**

- 11.1 Distinction – 75% and above in any subject (First attempt only)
- 11.2 First Division – 60% -74%
- 11.3 Second Division – 50-59%
- 11.4 Pass Class – Shall be awarded to the candidate passing with supplementary or more than one attempt.

**12. ATTENDANCES:**

- 12.1 A candidate must have minimum of 80% attendance in theory in each subject for appearing for examination or as per University Policy
- 12.2 A candidate must have 100% attendance in each of the clinical area before award of degree

**13. APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTER:**

The appointment of examiner for the theory and practical examination shall be based on following rules-

- 13.1 Question paper setter / moderator / head evaluator shall be professor, Associate professor and assistant professor with at least 3 years of teaching experience working in any nursing institute recognized by statutory body

**13.2 Practical Examiner**

13.2.1 One internal and one external examiner should jointly conduct practical examination for each student.

13.2.2 An examiner should be a lecturer or above in a college of nursing with M.Sc. (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for Nursing Foundation course faculty having M.Sc. (N) with any specialty shall be considered.

**14. REVALUATIONS / RE-TOTALING:**

14.1 Revaluation and re-totaling of marks is permitted for theory papers only. The university, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and revaluation for the subjects applied.

14.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the university.

**15. CANCELLATION OF ADMISSION:**

15.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on Recommendation of Head of Institution, if;

15.2 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the university.

OR

Candidate is not able to complete the course within the stipulated time as prescribed by the university.

OR

Candidate is found involved in serious breach of discipline in the Institution or in university campus.

**16. SCHEMES OF STUDIES:**

The subject to study in different academic year of Basic B.Sc (N) shall be as per scheme given in subsequent sections.



**16.1 Annual Schedule of Studies**

Weeks available per Year	= 52 Weeks
Vacation	= 8 Weeks
Gazetted Holidays	= 3 weeks
Examination (Including preparatory)	= 4 Weeks
Available Weeks	= 37 Weeks
Hours per Week	= 40 hours
Practical	= 30 hours per week
Theory	= 10 Hours per week
Hours available per academic Year (1 <sup>st</sup> to 3 <sup>rd</sup> Year)	= 1480 (37 weeks x 40 hours) x 3 = 4440 hours
Hours available for 4 <sup>th</sup> Year	= 560 hrs. (14 weeks x 40 hours)
Hours available for Internship	= 1690 hours (48 hours/week)
Total Hours for 4 Year	= 6130 hours

**16.2 Distribution of Hours-****Basic B. Sc. (N) First Year**

Subjects	Theory (Hours) (Class & Lab)	Practical / Clinical Hours	Hours
1. English	60		
2. Anatomy	60		
3. Physiology	60		
4. Nutrition	60		
5. Biochemistry	30		
6. Nursing Foundations	265 + 200	450	
7. Psychology	60		
8. Microbiology	60		

9. Introduction to Computers	45		
10 Hindi/Regional Language	30		
11 Library work / Self Study			50
12 Co-curricular activities			50
<b>TOTAL</b>	<b>930</b>	<b>450</b>	<b>100</b>
<b>TOTAL HOURS = 1480 HRS</b>			

## Basic B. Sc. (N) Second Year

Subjects	Theory (Hours) (Class & Lab)	Practical / Clinical Hours	Hours
1. Sociology	60		
2. Pharmacology	45		
3. Pathology	30		
4. Genetics	15		
5. Medical Surgical Nursing (Adult including Geriatrics)	210	720	
6. Community Health Nursing	90	135	
7. Communication and Educational Technology	60 + 30		
8. Library work / Self Study			50
9. Co-curricular activities			35
<b>TOTAL</b>	<b>540</b>	<b>855</b>	<b>85</b>
<b>TOTAL HOURS = 1480 HRS</b>			

**Basic B. Sc. (N) Third Year**

Subjects	Theory (Hours) (Class & Lab)	Practical Hours (Clinical)	Hours
1. Medical-Surgical Nursing (Adult including Geriatrics) - II	120	270	
2. Child Health Nursing	90	270	
3. Mental Health Nursing	90	270	
4. Midwifery and Obstetrical Nursing	45	180	
5. Nursing research*	45		
6. Library work / Self Study			50
7. Co-curricular activities			50
<b>TOTAL</b>	<b>390</b>	<b>990</b>	<b>100</b>
<b>TOTAL HOURS = 1480 HRS</b>			

*\*Project work to be carried out during clinical training*

**Basic B. Sc. (N) Fourth Year**

Subjects	Theory (Hours) (Class & Lab)	Practical / Clinical Hours	Hours
1. Midwifery and Obstetrical Nursing	45	180	
2. Community Health Nursing – II	90	135	
3. Management of Nursing Services and Education	60 + 30		
<b>TOTAL</b>	<b>225</b>	<b>315</b>	
<b>TOTAL HOURS = 540 HRS</b>			

**Basic B. Sc. (N) Internship (Integrated Practice)**

<b>Subject</b>	<b>Practical (In hrs)</b>	<b>In Weeks</b>
<b>1. Midwifery and Obstetrical Nursing</b>	240	5
<b>2. Community Health Nursing-II</b>	195	4
<b>3. Medical Surgical Nursing (Adult and geriatric)</b>	430	9
<b>4. Child Health Nursing</b>	145	3
<b>5. Mental Health Nursing</b>	95	2
<b>6. Research Project</b>	45	1
<b>Total Hours</b>	<b>1150</b>	<b>24</b>
<b>Total theory and practical hours before internship</b>	<b>540</b>	
<b>Total Hours before internship and during internship</b>	<b>1690</b>	

**Note:**

1. Clinical training means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included
2. Internships should be carried out as 8 hours per day @ 48 hours per week.
3. Students during Clinical training will be supervised by nursing teachers.
4. Students will be eligible to appear in the Fourth-year final examination only after completing Internship

**17. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 36****MASTER OF SCIENCE IN NURSING****M.Sc. Nursing 2 years Post Graduation Course****PREAMBLE**

The SAIMS College of Nursing established in 2005 with four-year B.Sc. Nursing programme and started M.Sc. Nursing Programme in the Year 2008. The college is affiliated to Sri Aurobindo University, Indore and has the requisite permission from Indian Nursing Council New Delhi, Govt. of Madhya Pradesh, Bhopal, Madhya Pradesh Nurses Registration Council, Bhopal. The College is attached to SAIMS Medical College & Bhandari Hospital & Research Centre, Indore and two rural – urban primary health centres for clinical and practical learning of students. The hospital and PHCs are well equipped and have all the facilities for modern health care. The college has since its inception gained academic excellence and has worked efficiently towards all round personality development of students. The college has excellent infrastructure with hard working and dedicated faculty.

Nursing is essentially a profession of dedication, love for community, faith and courage. To be successful professional in the field of Nursing, one must have courage, honesty, emotional maturity and compassion to serve. These qualities are developed during the training to make an efficient nurse and useful member of the society.

The college has highly qualified faculty, active in teaching & practice. The College has fully equipped library with more than 5000 books, Indian & Foreign Journals, Reference Books, Variety of newspapers, books on personality Development and competitive examinations etc. the college provides hostel for boys and girls with all basic facilities and congenial atmosphere for studies. The college conducts yoga classes which is also a part of curriculum and adheres to the philosophy of the institute.

**1. VISION AND MISSION:**

Our vision aims at becoming one of the top most institutes in India providing quality education in Nursing Sciences.

Our Mission is to Promote Excellence in Nursing Sciences & Research Education. To Educate Students to become excellent Nurses, by focusing on pedagogy that is integrated and strengthened by specialist faculty, all of who value patient-focused care, Community Service, and Research and to serve to the health needs of humanity.

**2. PHILOSOPHY:**

The institute is fully conscious of its objective of inculcating the spirit of universal healthcare, honesty and dedication by promoting social and intellectual standards which are essential inputs for promoting well-being of the masses by extending literally and Nursing Knowledge.

The institute has a vision that its students, after passing out graduation and post-graduation qualification in the field of Nursing sciences will not only act as flag bearers of the Institute in the field of Nursing education but will also assume added responsibilities in the field of public health, both at National and international levels. They are also prepared not only for shouldering responsibilities in the preparation of better qualified and skilled nursing personal, but also prepare nurses to function as effective administrators, managers, educators and researchers to fulfil the increased Nursing Manpower demand of the country and to uplift the standard of Nursing Profession.

**3. AIMS AND OBJECTIVES:**

3.1 **AIMS:** The aim of the postgraduate program in nursing is to prepare to assume responsibilities as nurse specialists, consultants, educators, administrators in a wide variety of professional settings

3 2 **OBJECTIVES:** On Completion of the two-year M Sc. Nursing programme, the postgraduate will be able to:

3.2.1 Utilize/apply the Concepts, Theories and Principles of Nursing Science.

3.2.2 Demonstrate Advance Competence in Practice of Nursing.

- 3.2.3 Practice as a Nurse Specialist
- 3.2.4 Demonstrate Leadership Qualities and function effectively as nurse educator and manager.
- 3.2.5 Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health-related research.
- 3.2.6 Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.
- 3.2.7 Establish collaborative relationship with members of other disciplines.
- 3.2.8 Demonstrate interest in continued learning for personal and Professional Advancement.

#### **4. COURSE STRUCTURE:**

The course of study leading to M.Sc. Nursing Degree shall consist of Two Academic Years.

- III. M.Sc. (Nursing) First Year
- IV. M.Sc. (Nursing) Second Year

M.Sc. Nursing Degree Programme shall include following specialize branches sanctioned by Indian Nursing Council,

- I. M.Sc. Nursing in Medical Surgical Nursing
- II. M Sc. Nursing in Child Health Nursing
- III. M Sc Nursing in Obstetric & Gynecological Nursing
- IV. M Sc. Nursing in Community Health Nursing
- V. M.Sc. Nursing in Mental Health Nursing

#### **5. ACADEMIC QUALIFICATION FOR ADMISSION:**

A person who has passed one of the following examinations shall be eligible to join the First Year of M.Sc. (Nursing) course:-

- 5.1 B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing with minimum of 55% marks in aggregate (5% relaxation of marks for SC/ST candidates) from an Institute/College recognized by the Indian Nursing Council.

- 5.2 In addition to above, the candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.
- 5.3 The candidate should have minimum one year of work experience after Basic B.Sc. Nursing or a minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
- 5.4 Candidates shall be medically fit

**6. CRITERIA FOR SELECTION:**

- 6.1 The candidate who fulfill the aforesaid academic qualification for admission.
- 6.2 Selection of the candidate shall be based on the merit of the entrance examination held by the Sri Aurobindo University, Indore or competent authority, on the basis of merit calculated on total marks obtained in the above stated recognized entrance examination.
- 6.3 15% of total seats will be filled by the candidates on all India Basis inclusive of Madhya Pradesh and remaining 85% will be filled up by the Bonafide candidates of Madhya Pradesh.
- 6.4 Out of 85% bonafide candidate seats, 10% shall be reserved for employee/ex-employee/retired employee of the Sri Aurobindo Institute of Medical Sciences and Hospital, Indore, and 3% shall be reserved for physically handicapped candidates (disability of locomotor to the 40% to 50% of the lower extremity and other eligibility criteria with regards to age and qualifications will be same as prescribed for each programme). A certificate of physically handicapped issued by an authorized board should be submitted.
- 6.5 In case the reserve seats are not filled in a particular category unfilled seats will be transferred/ opened/ filled by other general candidates
- 6.6 Candidates should be medically fit
- 6.7 Counselling will be held to finalize the admission as per the required ordinances. The candidates must be physically present at the time of counselling, if required.
- 6.8 In case of the tie position between two or more than two, than total number of attempts for passing B Sc Nursing /Post Basic B.Sc Nursing, date of birth and



percentage of marks obtained at the B.Sc. Nursing / Post Basic B.Sc. Nursing respectively be considered in that order.

- 6.9 **Entrance / Selection test** – Selection of the candidates should be based on the merit of the entrance examination or qualifying examination held by Sri Aurobindo University or competent authority

**7. RESERVATION POLICY:**

- 7.1 For disabled Candidates: 3% Disability reservation to be considered with a disability of locomotors to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for each nursing programme.

**Note** – A committee to be formed consisting of medical officer authorized by medical board of the state government and a nursing expert in the panel which may decide whether the candidates have the disability of locomotors of 40% to 50%.

- 7.2 5% of total marks is relaxed for SC/ST/OBC Candidate  
7.3 Any other reservation as per the state Govt.

**8. COURSE DURATION:**

- 8.1 The complete duration of M.Sc. (N) course shall be two years.  
8.2 The duration of each academic year of M.SC (N) I<sup>st</sup> and II<sup>nd</sup> years shall be not less than 10 months.  
8.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission or as per University Policy.

**9. COURSE COMMENCEMENT:**

- 9.1 The commencement M.Sc. (N) 1<sup>st</sup> year shall start during the period of July/August of every year.  
9.2 Vacation shall be granted maximum four weeks duration between 2 academic years.

- 9.3 The subject to be studied in different academic year of M.Sc. Nursing shall be as per scheme given as in subsequent sequence

#### 10. **EXAMINATION:**

- 10.1 The medium of instruction and examination shall be English throughout the course of the study.

#### 10.2 **Scheme of Examination**

#### **FIRST YEAR**

	Theory			Practical		
1 <sup>st</sup> Year	Hours	Internal	External	Hours	Internal	External
Nursing education	3	25	75		50	50
Advance Nursing Practice	3	25	75			
Nursing Research and Statistics*	3	25	75			
Clinical Speciality –I**	3	25	75		100	100
Total		100	300		150	150

\* Out of 75 marks in Nursing Research And Statistics, the Nursing Research is of 50 and Statistics 25 marks.

\*\* Clinical Speciality – I - Medical Surgical Nursing, Child Health Nursing, Obstetric & Gynecological Nursing, Community Health Nursing & Mental Health Nursing.

#### **SECOND YEAR**

	Theory			Practical		
2 <sup>nd</sup> Year	Hours	Internal	External	Hours	Internal	External
Nursing Management	3	25	75			
Dissertation & Viva					100	100
Clinical Speciality-II	3	25	75		100	100
Total		50	150		200	200

**10.3 University Examination-**

- 10.3.1 Minimum pass marks shall be 50% in each of the Theory and practical papers separately.
- 10.3.2 A candidate has to pass in theory and practical exam separately in each of the paper.
- 10.3.3 The University assessment marks for theory subjects of Nursing Research and Statistics shall be given out of 75, consisting of Nursing Research 50 and Statistics 25 marks.
- 10.3.4 The University assessment marks for the theory subjects shall be out of 75 marks.
- 10.3.5 The Practical examination marks for the University assessment shall be out of 100 marks except Nursing Education shall be out of 50 marks.
- 10.3.6 Candidates who fails in any subjects to appear for the second year examination till such time that he/she passes all subjects of the first year M.SC nursing examination.
- 10.3.7 A candidate failing in more than two subjects will not be promoted to the II<sup>nd</sup> year.
- 10.3.8 Maximum number of attempts per subjects is three (3) inclusive of first attempt.
- 10.3.9 The practical examination should be done for 4 hours of practical examination per students.
- 10.3.10 Maximum number of candidates for all practical examination should not exceed 10 per day.
- 10.3.11 The examination should be held in clinical area only for clinical specialities
- 10.3.12 Maximum number of candidates for all practical examination should not exceed 10 per days.
- 10.3.13 The dissertation examination should be minimum 30 minutes viva-voice student.

**10.4 Internal Examination-**

10.4.1 The internal assessment of the student is based on

Technique	Weightage
Two test	50
Assignment	25
Seminar / Presentation	25

10.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.

10.4.3 The internal assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 25, consisting of Nursing Research 15 and Statistics 10 marks

10.4.4 The Practical examination marks for the internal assessment shall be out of 100 Marks except Nursing Education Shall be out of 50 Marks

10.4.5 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performances of the student in the specific area/field. (Ref. 10.2)

**10.5 Supplementary Examination-**

10.5.1 If a candidate fails in either theory or practical he/she has to re-appear for both theory and practical

10.5.2 There will be mid-session supplementary Examination held by the University ordinarily held in the month of September / October. There will another Supplementary examination if required, at the time of annual main examination

10.5.3 Non appearance at an examination on grounds of sickness or otherwise will be treated as one of the attempts.

**10.6 Guidelines for Dissertation-**

10.6.1 Tentative Schedule for dissertation shall be as follows:

- Submission of the research proposal. End of the 9 month of 1<sup>st</sup> year.
- Submission of dissertation— Final: end of 9 month of 2<sup>nd</sup> Year

10.6.2 Qualification of Research Guide

- **Main Guide:** Nursing Faculty / Nursing Expert in the same Clinical Specialty holding Ph.D. / M.Phil. /M.Sc Nursing with a minimum of 3 years experience in teaching in the Post Graduate Programme in Nursing
- **Co Guide:** A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the City).
- **Guide:** Students Ratio Maximum of 1 5 (Including as Co-Guide).
- There should be a research committee comprising of minimum 5 members chaired by the Principal, College of Nursing.
- The research topics shall be approved by Institutional research committee.
- Administrative approval and ethical clearance should be obtained.

#### 11. CRITERIA FOR PASSING:

- 11.1 Minimum pass marks shall be 50% in each of the Theory and Practical papers separately
- 11.2 A candidate has to pass in the theory and practical exam separately in each of the paper.
- 11.3 If a candidate fails in either theory or practical he/she has to re-appear for both Theory and Practical.

#### 12. DIVISION & MERIT:

- 12.1 For declaring the rank aggregate of 2 years marks to be considered.
- 12.2 **Classification of result**
  - 12.2.1 **Distinction** – 75% and above in any subject (First attempt only)
  - 12.2.2 **First Division** – 60% -74%
  - 12.2.3 **Second Division** – 50-59%
  - 12.2.4 **Pass Class** – Shall be awarded to the candidate passing with supplementary or more than one attempt.

**13. ATTENDANCE:**

- 13.1 A candidate must have minimum of 80% attendance in theory in each subject for appearing for examination or as per University Policy
- 13.2 A candidate must have 100% attendance in each of the practical area before award of degree.

**14. APPOINTMENT OF EXAMINERS / QUESTION PAPER SETTER:**

The appointment of examiner for the theory and practical examination shall be based on following rules-

- 14.1 Question Paper Setter / Moderator / Head Evaluator shall be Professor, Associate Professor and Assistant Professor with at least 3 Years of Teaching Experience working in any Nursing Institute Recognized by Statutory Body.
- 14.2 **Practical Examiner-** One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.
- 14.3 Evaluation of the Dissertation.
  - 14.3.1 Evaluation of the dissertation should be done by the examiner prior to viva
  - 14.3.2 One internal and one External Examiner (outside the University) should evaluate dissertation and jointly conduct viva voice for each student.
  - 14.3.3 For Dissertation Internal Examiner should be the guide and external examiner should be Nursing Faculty/Nursing Expert in the same clinical specialty holding Ph.D./M.Phil or M Sc. Nursing with a minimum of 3 years' experience in guiding the research projects for the Post Graduate students of Nursing.

**15. REVALUATION / RE-TOTALING:**

- 15.1 Revaluation and re-totaling of marks is permitted for theory papers only. The university, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and revaluation for the subjects applied.
- 15.2 The result after revaluation / re-totaling shall be declared as per prevailing

reevaluation / re-totalling rules and regulation of the Sri Aurobindo University.

**16. CANCELLATION OF ADMISSION:**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on Recommendation of Head of Institution, if;

16.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

**OR**

16.2 Candidate is not able to complete the course within the stipulated time as prescribed by the university.

**OR**

16.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

**17. SCHEME OF STUDIES:**

**17.1 Annual schedule of studies**

<b>Available</b>		<b>52 weeks</b>
<b>Vacation</b>	<b>:</b>	<b>4 weeks</b>
<b>Examination</b>		<b>2 weeks</b>
<b>Gazetted Holidays</b>	<b>:</b>	<b>3 weeks</b>
<b>Total Weeks Available</b>	<b>:</b>	<b>43 weeks</b>
<b>40 Hours per week</b>		<b>1720 hours</b>
<b>Total hours for 2 years</b>	<b>:</b>	<b>3440 Hours</b>

17.2 The subjects of study and hours wise distribution in different academic years of M.Sc. Nursing shall be as per the scheme given below:-

**Distribution of Hours****First Year**

1st Year	Theory (hrs)	Practical (Hours)
Nursing Education	150	150
Advance Nursing Practice	150	200
Nursing Research and Statistics	150	100
*Clinical Specialty-I	150	650
<b>TOTAL</b>	<b>600</b>	<b>1100</b>

\* Clinical Specialty – I - Medical Surgical Nursing, Child Health Nursing, Obstetric & Gynecological Nursing, Community Health Nursing & Mental Health Nursing.

**Second Year**

2 <sup>nd</sup> year	Theory (hrs)	Practical (hrs)
Nursing Management	150	150
Nursing Research (Dissertation)	-	300
*Clinical Specialty-II	150	950
<b>Total</b>	<b>300</b>	<b>1400</b>

\*Clinical Specialty – II - Medical Surgical Nursing (Cardio Vascular & Thoracic Nursing, Critical care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, orthopedic Nursing, Gastroenterology Nursing), Obstetric & Gynaecological Nursing, Child Health (Pediatric) Nursing, Mental Health (Psychiatric) Nursing, Community Health Nursing, Psychiatric (Mental Health) Nursing etc.

**Notes:** - Educational visit 2 weeks during the course.

**18. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final



**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 37****BACHELOR IN AUDIOLOGY AND SPEECH-LANGUAGE PATHOLOGY (BASLP)****1. NOMENCLATURE:**

As per UGC Notification of 2014, the nomenclature of the program shall be Bachelor in Audiology and Speech-Language Pathology BASLP is the short form.

**2. OBJECTIVES OF THE BASLP PROGRAM:**

The objectives of the BASLP program are to equip the students with knowledge and skills to

- 2.1 Function as audiologists and speech-language pathologists in different work settings.
- 2.2 Understand concepts in speech, language, communication, hearing and disability.
- 2.3 Screen, evaluate, diagnose and assess the severity of different disorders related to speech, language, swallowing and hearing,
- 2.4 Manage speech, language, swallowing and hearing disorders across life span.
- 2.5 Counsel persons with disorders of communication and their family members.
- 2.6 Rehabilitate persons with speech, language, swallowing and hearing disorders.
- 2.7 Prevent speech, language, swallowing and hearing disorders.
- 2.8 Liaise with professionals in allied fields and other stake holder
- 2.9 Implement public awareness and education program,
- 2.10 Undertake advocacy measures on behalf of and for persons with speech language and hearing disorders

**3. DURATION OF THE PROGRAM:**

- 3.1 The program shall be of 4 academic years including 1 year of internship and should be completed within six years from the date of admission.

- 3.2 An academic year consists of two semesters, and each semester shall extend over a minimum period of sixteen weeks excluding examination days. The semesters shall be spread out as follows:

Odd semester – 1 July – December

Odd semesters – 3, 5, 7 June – October/November

Even semesters – 2, 4, 6, 8 December – April

- 3.3 There shall be examinations at the end of each semester. There shall be a vacation of minimum 1 week after the examinations at the end of odd semesters and 3 weeks after the examinations at the end of even semesters.

- 3.4 Number of working days in a semester shall not be more than 117 days.

#### 4. ELIGIBILITY FOR ADMISSION:

- 4.1 The candidate applying for admission to BASLP program should have passed 10+2 or an equivalent examination from a recognized board with minimum of 50% aggregate marks. Relaxation in the qualifying marks shall be as per rules and regulations State/UTs or Central Government.
- 4.2 The applicant/candidate should have studied Physics, Chemistry and any one of the subject Biology / Mathematics / Computer Science / Statistics / Electronics / Psychology.

#### 5. PROGRAM STRUCTURE:

Time structure of the program shall be as follows:			
16 weeks / Semester		16 weeks (Minimum)	
If 6 days / week		94 days (Minimum)	
6 hours / day		560 hours per semester	
Semester 1	Theory	6 papers x 60 hours	360 hours

	Clinical		200 hours
Semester 2	Theory	4 papers x 60 hours	240 hours
	Practicals		320 hours
Semester 3	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
Semester 4	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
Semester 5	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
Semester 6	Theory	4 papers x 60 hours	240 hours
	Clinicals		320 hours
Theory	360 + (240 x 5)		1560 hours
Clinicals	200+320 + (320 x 4)		1800 hours
Internship	18 weeks per semester		36 weeks
	5 days / week		180 days
	7 hours / day		1260 hours
	If 6 days / week		210 days
	Then 6 hours / day		1260 hours
Total: 6 semesters 560 hours x 6 semesters			3360 hours
Internship	630 hours x 2 semesters		1260 hours
Total	Theory		1560 hours

<b>Total</b>	<b>Clinicals</b>		<b>3060 hours</b>
<b>Grand Total</b>			<b>4620 hours</b>

## 6. ATTENDANCE:

- 6.1 Minimum attendance shall be shall not be less than 90% in theory and 90% in Clinical/ Practicals in each semester to be eligible to appear for examination at the end of each semester or as per University Policy.
- 6.2 Candidates who cannot appear for the examination for want of attendance will have to repeat the particular semester to be eligible to appear for exams subsequently.
- 6.3 If a candidate represents his/her Institution/ University/ MP State/ Nation in Sports/NCC/NSS/Extension programmes or any official activities, he/she is permitted to avail a maximum of 15 days in an academic session, based on the recommendation and prior permission of the Head of the Institution.
- 6.4 Condonation of shortage of attendance in genuine cases to a maximum of 10% shall be from the Vice-Chancellor through proper channel (forwarded through course-coordinator/Principal/In-charge of respective collage/institute).

## 7. EXAMINATION PATTERN:

- 7.1 The examination pattern and papers shall be as shown in the table below:

No.	Title of the paper	Practical	IA	Exam	Total
<b>BASLP Semester 1</b>					
B 1 1	Communication Sciences	--	25	75	100
B 1.2	Anatomy and Physiology of Speech and Hearing	--	25	75	100
B 1 3	Clinical Psychology	--	25	75	100

B 1 4	Linguistics and Phonetics	--	25	75	100
B 1.5	Electronics and Acoustics	--	25	75	100
B 1 6	Research Methods and Statistics	--	25	75	100
<b>BASLP Semester 2</b>					
B 2.1	Neurology	--	25	75	100
B 2 2	Otolaryngology	--	25	75	100
B 2 3	Speech-Language Pathology	--	25	75	100
B 2.4	Audiology	--	25	75	100
B 2 5	Clinical Practicum in Speech-language Pathology	--	25	75	100
B 2 6	Clinical Practicum in Audiology	--	25	75	100
<b>BASLP Semester 3</b>					
B 3.1	Voice and its Disorders	25	25	50	100
B 3 2	Speech Sound Disorders	25	25	50	100
B 3 3	Diagnostic Audiology - Behavioral Tests	25	25	50	100
B 3 4	Amplification Devices	25	25	50	100
B 3 5	Clinical Practicum in Speech-language Pathology	--	25	75	100
B 3.6	Clinical Practicum in Audiology	--	25	75	100
<b>BASLP Semester 4</b>					
B 4 1	Motor Speech Disorders in Children	25	25	50	100

B 4.2	Child Language Disorders	25	25	50	100
B 4.3	Diagnostic Audiology Physiological Tests	25	25	50	100
B 4.4	Implantable Hearing Devices	25	25	50	100
B 4.5	Clinical Practicum in Speech- language Pathology	--	25	75	100
B 4.6	Clinical Practicum in Audiology	--	25	75	100
<b>BASLP Semester 5</b>					
B 5.1	Structural Anomalies & Speech Disorders	25	25	50	100
B 5.2	Fluency and its Disorders	25	25	50	100
B 5.3	Pediatric Audiology	25	25	50	100
B 5.4	Aural Rehabilitation in Children	25	25	50	100
B 5.5	Clinical Practicum in Speech- language Pathology	--	25	75	100
B 5.6	Clinical Practicum in Audiology	--	25	75	100
<b>BASLP Semester 6</b>					
B 6.1	Motor Speech Disorders in Adults	25	25	50	100
B 6.2	Language Disorders in Adults	25	25	50	100
B 6.3	Aural Rehabilitation in Adults	25	25	50	100
B 6.4	Audiology in Practice	25	25	50	100
B 6.5	Clinical Practicum in Speech- language Pathology	--	25	75	100
B 6.6	Clinical Practicum in Audiology	--	25	75	100

BASLP Semester 7 & 8					
B 7.1	Clinical Practicum in Speech-language Pathology	--	--	100	100
B 7.2	Clinical Practicum in Audiology	--	--	100	100
<b>Gross Total</b>		<b>400</b>	<b>900</b>	<b>2500</b>	<b>3800</b>

- 7.2 Practical exams at the end of 2<sup>nd</sup> semester shall be University exam and shall be conducted by an external examiner along with an internal examiner. Record of practicals maintained by the students as per respective curriculum shall also be evaluated by the examiners. Re-evaluation of university practicum examination can't be claimed.
- 7.3 Performance in at least two written tests and one group assignment shall be the basis for awarding internal assessment marks in each semester
- 7.4 All external (university) clinical examinations shall be conducted by one internal and one external examiner B7.1 and B7.2 in the above table shall be conducted at the end of internship (8th semester).

#### **8. CRITERIA FOR PASSING:**

The student is required to obtain a minimum of 50% in each of the theory papers, internal assessment, practical and clinical exams for a pass. Students will not be able to appear for University theory exam if they do not pass in their internal practical, internal theory assessment or clinical component

- Grace Marks shall be allocated as per university norms
- Students will have to pass the clinical as well as theoretical internal examination of the given semester to proceed to the next semester.

#### **8.1 Carry-over of papers**

- 8.1.1 Each paper should be successfully completed within 4 attempts including the first one.

8 1 2 Students can start internship after the 6<sup>th</sup> semester exams. However, students' who fail in their clinical exam of any semester will have to discontinue internship. The candidates are permitted to carry over the theory courses until the end of the program.

**9. CLINICAL INTERNSHIP:**

All candidates shall complete a clinical internship of one academic year (10 months) after the 6<sup>th</sup> semester. The rules and regulations of clinical internship shall be as in Annexure I.

**10. INFRASTRUCTURE FOR STARTING THE COURSE**

As per the guideline of Rehabilitation Council of Indian, New Delhi: Annexure II.

**11. AWARD OF DEGREE:**

The University shall award the degree and issue certificate only after the candidates successfully complete all the University examinations and clinical internship.

**12. OTHERS:**

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

**13. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final



**Annexure-I****Guidelines for implementation of Clinical Internship of BASLP****Program Objectives of the clinical internship are to:**

- a) Facilitate transition from academic training to independent clinical responsibility, provide additional inputs to attain and maintain competence in the clinical management of persons with communication disorders,
- b) Initiate group and individual action focusing on prevention/early identification and intervention in individuals with speech, hearing and language impairments at the level of the individual, family and community, and
- c) Provide training to understand professional responsibilities and ethical practices including :
  - i. Rights and dignity of patients.
  - ii. Consultation and referral to other professionals
  - iii. Conduct and professional obligations to peers/patients/ families and the community at large

**Guidelines**

1. Internship is mandatory
2. Duration. One academic year (10 months) split in to two semesters (VII & VIII).
3. Eligibility. Internship will start immediately after the candidate completes the academic and clinical training till the 6<sup>th</sup> semester. Students can start internship after the 6<sup>th</sup> semester exams. However, students who fail in their clinical exam of any semester will have to discontinue internship.
4. Structure and duration of posting
  - a) The respective parent institutions shall decide on the institutions where their students will be posted for internship. However, students can be posted for internship only at those institutions approved by the Rehabilitation Council of India.
  - b) Students will do internship at their parent institute for one semester and at an institute(s) outside the parent institute (if there is deficit in listed facilities at parents institute) for one semester. Internship can be done at institutes

like hospitals, special educational centers/schools, centers where clinical facilities for management of ASD, cochlear implantation, AVT etc. are available, centers which undertake empowering of mothers, centers for CP, and centers for LD, etc. Attempts must be made to provide clinical training to students in a variety of set ups

- c) It shall be mandatory to provide additional clinical training to students in such areas as management of neurologically afflicted persons, prevention and early intervention programs, community based rehabilitation, occupational health programs, structural abnormalities related to speech and hearing, etc. Mode of supervision during internship: Supervision should be provided by a Speech-language Pathologist and Audiologist.
5. Maintenance of records by students: Every student shall maintain records of the number of hours of clinical work in different areas and institutions. This should be certified by the head of the institution or his/her nominee where the student is undergoing internship.
  6. Leave: Candidates should have an attendance of at least 90% during the internship period. Internship shall be extended by the number of days the student falls short of 90% attendance. Compensatory work for shortage of attendance must be completed before the final clinical exams of 8 semesters
  7. Grading and evaluation of student. All internees will be assessed based on their attendance, performance in the postings and presentation of log books. The mode of assessment and frequency of assessment will be prescribed by the institute. The student is required to repeat those postings in which his/her performance is below 40%.
  8. Certification: The parent institute will award a certificate after successful completion of the internship and clinical examination (7.1 and 7.2 in the Scheme of examination). Supervised clinical hours spent during internship shall be included in the clinical competence certificate issued to students
  - 9 The University shall award the degree only after the successful completion of clinical internship

**Annexure-II****Infrastructure requirements for BASLP programs**

The following are the minimum requirements for starting/continuing a B.ASLP program. This should be read and interpreted along with the guidelines of RCI for inspectors for inspection of new/existing programs for recognition

**Personnel**

	BASLP (Intake : 20/ year)	BASLP (Intake : 40 / year)
<b>Core Faculty</b>		
Professor- Speech Pathology & Audiology	--	1
Associate Professor- Speech Pathology & Audiology	1	2 (1+1)
Assistant Professor – Speech Pathology	2	2
Assistant Professor - Audiology	2	2
<b>Clinical Staff</b>		
Speech Pathologist - Gr. I	1	2
Speech Pathologist - Gr. II	1	1
Audiologist - Gr. I	1	2
Audiologist - Gr. II	1	1
<b>Allied Faculty (Part time)</b>		
Asst Prof in CI Psychology	1	1
Asst. Prof in Electronics	1	1

Asst. Prof in Otolaryngology	1	1
Asst. Prof in Linguistics	1	1
Asst. Prof in Statistics	1	1
Asst. Prof in Neurology	1	1
<b>Supporting staff – Technical</b>		
Earmold technician	1	1
Bio-medical technician	1	1
Computer technician	1	1
Library & Information Officer	1	1
Library Assistant	1	1
<b>Supporting staff – Administrative</b>		
Secretary - Academics	1	1
Secretary - Clinic	1	1
Secretary - Admin	1	1

- a) A Minimum of 2 faculty members in the core areas of Speech-language Pathology and Audiology is a must to get approval to start the B ASLP program. Two more faculty members in the core areas must be added before the commencement of the second year. Full contingent of staff must be in place before the commencement of the third year.
- b) The B ASLP program should be conducted by an independent institute/ college/ department in a university/department in a hospital/rehabilitation unit headed and coordinated (administrative/academic and clinical) by a full-time Audiologist and Speech Language Pathologist professional only His/her qualification and experience should not be less than that of an Associate Professor.

- c) Only on completion of two batches of B.ASLP, an institution becomes eligible to increase the intake subject to availability of recommended infrastructure
- d) All aided and Government institutions shall implement reservations in admission as per Government rules from time to time. However, there shall be increase in infrastructure commensurate with increase in the number of seats as per reservation policy.

#### Faculty and Professional qualification of in the core areas

Designation	Qualifications
<b>Professor</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Sp &amp; Hg)/MASLP/equivalent and Ph.D (in core areas)</li> <li>b) 10 years teaching experience at PG/UG level</li> <li>c) PhD (in core areas*)</li> <li>d) Minimum of five Publications with cumulative impact factor of 05</li> <li>e) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>a) Experience of running under-graduate training programs</li> </ul>
<b>Associate Professor</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M Sc (Sp &amp; Hg)/MASLP/equivalent</li> <li>b) 08 years teaching experience at graduate/post graduate level,</li> <li>c) Minimum of five Publications with cumulative impact factor of 05.</li> <li>d) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>b) PhD (in core areas*)</li> <li>c) Experience of running under-graduate training programs</li> </ul>
<b>Assistant Professor-Audiology</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M Sc (Sp &amp; Hg)/M ASLP or its equivalent M Sc (Audiology)</li> <li>b) 2 years teaching/ clinical / research experience</li> <li>c) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>a) Ph.D (in core area*)</li> </ul>

	b) Publications
<b>Assistant Professor-Speech Language Pathology</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M Sc (Sp &amp; Hg)/M ASLP or its equivalent M Sc (Audiology)</li> <li>b) 2 years teaching/ clinical / research experience</li> <li>c) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>a) Ph.D (in core area*)</li> <li>b) Publications</li> </ul>
<b>Audiologist Grade I</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Sp &amp; Hg)/M.ASLP or its equivalent M.Sc.(Audiology)</li> <li>b) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>a) 1 year experience in the field</li> </ul>
<b>Speech Pathologist Grade I</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc(Sp &amp; Hg) / M ASLP/ or its equivalent</li> <li>b) M Sc.(Speech Language Pathology)</li> <li>c) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>a) 1 year experience in the field</li> </ul>
<b>Speech Pathologist/ Audiologist Grade II</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>a) B Sc (Sp &amp; Hg)/B ASLP or its equivalent</li> <li>b) Valid RCI registration</li> </ul>

\*Audiology & Speech Language Pathology

### Clinical

Facility for diagnosis, management and rehabilitation of all types of speech, language, hearing and swallowing disorders in clients of all age groups from infancy to geriatrics.

Size of clinical population shall be 2 per student per semester in a given area (read in consonance with the above clause).

### Library

Library should accommodate at least 30% of the staff and students of the institute at any given time

Library should have internet and photocopying facilities.

Books mentioned under 'Recommended reading' under each paper must be available. There shall be addition of a minimum of two books every year for each subject of study.

There should be at least 5 journals (2 each in Speech-language pathology and Audiology, and 1 general) for the B.ASLP program

### Library Staff

a) Library and Information Officer – 1,

Qualification: B.Lib Sci with one year experience in managing a technical library

b) Library Assistant – 1

Qualification: Diploma in Library Science

### Space

Academic Space			
Sl. No		Size	Number
a)	Class Rooms	Space @ 10 sq ft per student + 20 Sq ft for the teacher Room with a minimum area of 220 sq ft	2 class rooms for every 20 students
b)	Seminar hall	Space to accommodate 50% of total student strength	1
c)	Labs to transact practicals	Space to accommodate 50% of total student strength	2
d)	Computer lab/multipurpose	Space to accommodate 50% of total student strength	1

	hall		
e)	Library	Space to accommodate 50% of total student strength	1
<b>Clinical Space</b>			
Sl. No		Size	Number
f)	Room for reception where patients are registered	10' x 8'	1 room for every 20 students
g)	Room for case history, Diagnostic room and interviews	6' x 8'	2 rooms for every 20 students
h)	Speech Lab (Quiet Room) for diagnostic purpose	15' x 20'	1 room for every 20 students
i)	Recording Room (sound Proof)	8' x 10'	1 room for every 20 students
j)	Speech therapy room/Cabin (complete Partition sound isolated)	6' x 8'	5 rooms for every 20 students
k)	Two room audiometric suite with control and test room situation (Sound Proof ANSI 1977)	10' x 16'	1 for every 20 students
l)	Room for hearing aid fitting	10' x 15'	1 room for every 20 students
m)	Earmold Lab & Hearing aid repair lab	12' x 12'	1 room for every 20 students
n)	Electro physiological test room	10' x 10'	1 room for every 20 students
<b>Administrative Space</b>			
Sl. No		Size	Number
o)	Staff Room	15' x 20'	1
p)	Individual work space (with	10' x 10'	1 room for every 2 faculty/staff



	provision for storage facilities)		members
q)	Academic/administrative office	10' x 10'	1
r)	Principal's Office room	10' x 10'	1
<b>Other Facilities</b>			
s)	<b>Sanitary facilities:</b> Separate facility for males and females, staff/students and clinical population		
t)	<b>Hostel:</b> Separate hostel for Men and Women with dining facility. Accommodation for at least 50% of the student population		
u)	Barrier free access		
v)	Space for recreation - both indoor and outdoor		

**Equipment - Audiology (Minimum for a batch of 20 students)**

S.N	Equipment	For a batch of 20 students (Clinical)
a)	2 channel Diagnostic Audiometer with Accessories such as earphone, ear cushion combination with adjustable headband, B.C. vibrator, transducers like microphone and matching loud speakers.	1+1 for Lab
b)	Portable Audiometer with provision of A.C. and B.C. testing desirable screening audiometer	1
c)	Clinical Immittance Audiometer (Desk model) with accessories.	1+1 for Lab
d)	Portable/Screening impedance, audiometer	1

e)	Clinical BSEAR	1+1 for Lab
f)	Otoacoustic emission	1+1 for Lab
g)	Calibration equipment for AC, BC and free field (by possession or access	--
h)	Different types of Hearing Aids of mild moderate and strong categories body level and ear level, canal and spectacle hearing aid (1 each), FM, Digital, Programmable aids, ILS Assistive listening devices.	A representative sample of hearing aids and assistive devices
i)	IGO and HAT for hearing aid trial and making electro-acoustic measurements.	1
j)	Stop watch	2
k)	Otoscope	4
l)	Auditory training and Screening material	
m)	Ear Mould Lab-fully equipped	

**Equipment - Speech-Language Pathology (Minimum for a batch of 20 students)**

S.N	Equipment	For a batch of 20 students (Clinical)
a)	Speech and Language Tests (Tests for differential diagnosis) (English and local language)	As per course requirement
b)	Proformae	As per course requirement
c)	Speech Therapy material (Indian, Language and	As per course

	English)	requirement
d)	Toys and Books	--
e)	Mirrors - Size 2' x 3'	4
f)	Speech Trainer	1
g)	Portable and Digital tape recorders	2
h)	Hi-Fi Ampli Deck with speakers and good microphone	1
i)	Spirometer	1 (+1 for lab)
j)	Computer PC-AT with VGA Color Monitor & printer for clinic administration	1
k)	Software for diagnostic/therapeutic use and computer with necessary accessories	1 (+1 for lab)
l)	Stroboscope/VL scope/ FEES (by possession or access)	1
m)	Electroglottograph	1
n)	Audio cassettes for training/CDs	
o)	Pitch pipe	
p)	Tongue depressors	3

**Audiovisual Instruments, Furniture in class rooms, clinical areas, and labs and other administrative areas and internet access: Appropriately**

**Note:** All rules and regulations pertaining to this course may be modify/change/update as per the current guideline of Rehabilitation Council of India, New Delhi.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 38****MASTER OF SCIENCE IN AUDIOLOGY****1. NAME OF THE COURSE OFFERED:**

The nomenclature of the program shall be Master of Science (Audiology). M.Sc. (Aud) shall be the short form.

**2. OBJECTIVES OF THE M.SC. (AUD) PROGRAM:**

The objectives of the M Sc (Aud) program are to equip the students with knowledge and skills to

- 2.1 Function as teachers and researchers in institutions of higher learning,
- 2.2 Diagnose and manage disorders of hearing and balance across life span,
- 2.3 Counsel and guide persons with disorders of hearing and balance as well as their family members,
- 2.4 Implement rehabilitation programs for persons with hearing and balance disorders.
- 2.5 To function as the disability certification authority in the field,
- 2.6 Liaise with professionals in allied fields and other stake holders,
- 2.7 Implement prevention and public education programs,
- 2.8 Undertake advocacy measures on behalf of and for persons with hearing and balance disorders,
- 2.9 Advise government and other institutions on legal and policy issues related to persons with hearing and balance disorders, and
- 2.10 To establish and administer institutions of higher learning in the area.

**3. DURATION OF THE PROGRAM:**

- 3.1 The program shall be of 4 semesters (2 academic years) and should be completed within 4 years from the date of admission or as per University Policy.

- 3.2 An academic year consists of two semesters, and each semester shall extend over a minimum period of sixteen weeks excluding examination days. The semesters shall be spread out as follows:

Odd semesters – 1 & 3 July – November

Even semesters – 2 & 4 January – May

- 3.3 There shall be examination at the end of each semester. There shall be a vacation of minimum 2 weeks after the examinations at the end of odd semesters and 4 weeks after the examinations at the end of even semesters.

4. **MEDIUM OF INSTRUCTION:**

Medium of instruction shall be English.

5. **ELIGIBILITY FOR ADMISSION:**

- 5.1 Candidates with a B ASLP/ B.Sc. (Speech & Hearing) degree of any recognized University by the Rehabilitation Council of India with minimum of 55% marks.
- 5.2 Relaxation in the qualifying marks for designated categories of students shall be as per rules and regulations of respective University / State / Union Territories or the Central Government

6. **PROGRAM STRUCTURE:**

Time structure of the program shall be as follows

Semesters	4	
Weeks per Semester	16	
Days per week	6	94 days per semester
Hours per day	6	560 hours per semester

Semester 1	Theory	5 papers x 60 hours	300 hours
	Clinical		240 hours
	Others		20 hours
Semester 2	Theory	4 papers x 60 hours	240 hours
	Clinicals		240 hours
	Others		80 hours

Semester 3	Theory	5 papers x 60 hours	300 hours
	Clinicals		160 hours
	Dissertation		80 hours
	Others		20 hours
Semester 4	Theory	1 paper x 60 hours	60 hours
	Clinicals		160 hours
	Dissertation		320 hours
	Others		20 hours
Theory	300 + 240 + 300 + 60		900 hours
Clinicals	240 + 240 + 160 + 160		800 hours
Dissertation	0+0+80+320		400 hours
Others	20+80+20+20		140 hours
Total			2240 hours

#### 7. ATTENDANCE:

- 7.1 Minimum attendance shall not be less than 80% in theory and 90% in Clinicals in each semester for students to be eligible to appear for examination at the end of each semester or as per University Policy.
- 7.2 Candidates who cannot appear for examination for want of attendance will be declared failed and will have to repeat the particular semester to be eligible to appear for exams subsequently
- 7.3 Condonation of shortage of attendance in genuine cases to a maximum of 10% shall be from the Vice-Chancellor Through proper channel(forwarded through course-coordinator/Principal/Incharge/Representative college/Department).

#### 8. EXAMINATION PATTERN:

- 8.1 The examination pattern and papers shall be as shown in the table below:

	Subject	Marks		
		Exam	IA	Total
A101	Research Methods, Epidemiology and Statistics	80	20	100
A102	Technology in Audiology	80	20	100

A103	Cochlear Physiology	80	20	100
A104	Neurophysiology of Hearing	80	20	100
A105	Hearing Sciences	80	20	100
A106	Clinicals (Internal)	80	20	100
A201	Auditory Perception	80	20	100
A202	Auditory Disorders	80	20	100
A203	Electrophysiological Assessment	80	20	100
A204	Advances in the Management of Hearing Loss	80	20	100
A205	Clinicals (External)	100	00	100
A301	Genetics of Hearing and Pediatric Audiology	80	20	100
A302	Implantable Auditory Devices	80	20	100
A303	Speech Perception	80	20	100
A304	Auditory Processing Disorders	80	20	100
A305	Vestibular system & its disorders	80	20	100
A306	Clinicals (Internal)	80	20	100
A401	Audiology in Practice	80	20	100
A402	Dissertation	80	20	100
A403	Clinicals (External)	100	00	100
		1640	360	2000

8.2 Clinical examinations (for A106 and A306) shall be conducted by the designated internal faculty of the department at the end of 1<sup>st</sup> and 3<sup>rd</sup> semester. 1A marks shall be awarded by all the faculty of the department on the basis of the assessment of the candidates' work throughout the particular semester.

8.3 Clinical examinations for A 205 and A 403 will be conducted by external examiner(s) at the end of the 2<sup>nd</sup> and 4<sup>th</sup> semester, respectively. Clinical examination shall be with clinical population like in medical profession. The

examiners shall also evaluate records of clinical and practical work of the students.

- 8.4 An internal faculty member can assist the external examiner(s) in A 205 and A403 Clinicals (External), but shall not award marks.

**9. DISSERTATION:**

Students shall complete a dissertation in the 3<sup>rd</sup> and 4<sup>th</sup> semester of the course and shall submit the same at the end of 4<sup>th</sup> semester before final examination. An external examiner shall assess the dissertation for 80 marks while the guide shall assess the performance of the candidate for 20 marks (internal assessment). The dissertation will be rated for a total of 100 marks (80 +20). Candidates who fail to submit their dissertation on or before the stipulated date shall not be permitted to appear for the final semester examination.

**10. CRITERIA FOR PASSING:**

- 10.1 The student is required to obtain a minimum of 50% in each of the theory papers, internal assessment, practical and clinical exams, and dissertation for a pass.
- 10.2 Grace Marks shall be allocated as per university norms
- 10.3 Students will have to pass the clinical examination of the given semester to proceed to the next semester.
- 10.4 Carry-over of papers: Maximum number of attempts for any paper / clinical practicum / dissertation shall be three inclusive of first attempt. There shall be no supplementary examination.

**11. BOARD OF EXAMINERS:**

- 11.1 There shall be a Board of Examiners for scrutinizing and approving the question papers as well as scheme of valuation.
- 11.2 Fifty percent of the members in the Board of Examiners shall be from outside the institution.



**12. AWARD OF DEGREE:**

The University shall award the degree and issue certificate only after the candidates successfully complete all the examinations stipulated

**13. INFRASTRUCTURE FOR STARTING THE COURSE:**

As per the guideline of Rehabilitation Council of India

**Annexure I**

**14. OTHERS:**

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**Annexure-I****Infrastructure requirements for M.Sc. (Audiology) programs**

The following are the minimum requirements for starting/continuing M.Sc. (Aud) program. This requirement is over and above the stipulated infrastructure (faculty, clinical staff, and physical) for other programs. This should be read and interpreted in conjunction with the guidelines of RCI for recognition of new/existing programs for recognition.

**Human Resource Requirement**

Requirement of scientific / technical / administrative staff exclusively for M.Sc (Aud) program with an intake of 12 students per year shall be as follows:

Type	Designation	No.
Core Faculty*	Professor - Audiology	1
	Associate Professor - Audiology	1
	Assistant Professors - Audiology	2
Clinical Staff	Audiologist - Gr. I	1
Allied Faculty	Asst. Prof in Statistics	1
Allied Clinical Staff	Clinical Psychologist	1
	Oto-laryngologist	1
	Neurologist	1
Supporting staff – Technical	Electronics Engineer	1
	Bio-medical / Computer technician	1
	Library & Information Officer	1
	Library Assistant	1
Supporting staff- Administrative	Secretary - Academics	1
	Secretary - Clinic	1
	Secretary - Admin	1

Core faculty to student ratio should always be 1:3 (one faculty member for every 3 students)

Note 1. Allied faculty can be part time functionaries and their appointment can be guided by the requirements in a given semester. Besides, allied faculty can be the same for undergraduate as well as postgraduate courses if the institute also has an undergraduate course

Note 2: The requirement shown here is exclusively for M.Sc. (Aud) program Increase in intake should be with proportionate increase in the infrastructure particularly faculty

Note 3: The M.Sc. (Aud) program can only be conducted by an independent institute/ college/ department in a University / department in a hospital / rehabilitation unit, with a full-time Audiologist, or Audiologist & Speech-Language Pathologist as its head/ coordinator (administrative / academic / clinical). The head of the program should possess a doctorate in the core field

#### Faculty and Professional qualification in the core areas

Designation	Qualifications
Professor	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Audiology) / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</li> <li>b) Ph.D (in the core area*)</li> <li>c) 10 years teaching experience at PG / UG level</li> <li>d) Minimum five publications with a cumulative impact factor of 5.</li> <li>e) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>Experience of running under-graduate training programs</li> </ul>
Associate Professor	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Audiology) / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</li> <li>b) 8 years teaching experience at PG/UG level</li> <li>c) Minimum 5 publications with a cumulative impact factor of 5</li> <li>d) Valid RCI registration.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>a) Ph D (in the core area*)</li> <li>b) Experience of running under-graduate training programs.</li> </ul>
Assistant Professor-Audiology	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Audiology) / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</li> <li>b) 2 years teaching/ clinical / research experience</li> <li>c) Valid RCI registration</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>a) Ph.D (in the core area*)</li> <li>b) Publications</li> </ul>
Audiologist Grade I	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Audiology) / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</li> <li>b) Valid RCI registration</li> </ul> <b>Desirable:</b> 1 year experience in the field

\*Audiology or Speech-Language Pathology & Audiology

### Clinical

The institution should have facility for diagnosis, management and rehabilitation of persons with all types of hearing and balance-related problems across life span.

Size of clinical population: The participating institution must have a clinical load of a minimum of 960 new and 1920 follow up therapy cases in the first and second semesters: and, in addition to this, 960 new and 1920 follow up therapy cases in the third and fourth semesters.

### Library

Library should accommodate at least 30% of the staff and students of the institute at any given time.

Library should have internet and photocopying facilities.

At least 50% of books mentioned under 'Recommended Reading' under each paper must be available. The institution should add minimum one book every year for each subject of study.

There should be active subscription to at least 5 journals (3 international and 2 national journals in the core areas)

### Library Staff\*

- a) Library and Information Officer - 1  
Qualification: B. Lib Sci with one year experience in managing a technical library
- b) Library Assistant - 1  
Qualification: Diploma in Library Science

\* Library staff can be common for all the courses at a given institute/college

### Space

S No		Size	Number (for a batch of 12 students)
a)	Class Rooms	Space @ 10 sq. ft per student + 20 Sq. ft for the teacher: Room with a minimum area of 20 sq. ft.	1 class rooms for a batch of 12 students
b)	Seminar hall	Space to accommodate 50% of total student strength	1 hall for a batch of 12 students
c)	Computer lab/multipurpose hall	Space to accommodate 50% of total student strength	1 computer lab for a batch of 12 students
d)	Room for reception where patients are registered.	10' x 10'	1 room for a batch of 12 students

e)	Room for case history, diagnostic room and interviews	6' x 8'	4 rooms for a batch of 12 students
f)	Therapy Rooms	6' x 8'	2 rooms for a batch of 12 students
g)	Sound treated room for hearing evaluation-twin room set up	10' x 14'	1 room for a batch of 12 students
h)	Sound treated room for immittance testing and EP recording	10' x 10'	1 room for a batch of 12 students
i)	Lab for vestibular testing	10' x 10'	1 room for a batch of 12 students
j)	Staff Room	15' x 20'	1 room
k)	Individual work space (with provision for storage facilities)	10' x 10'	1 room for every 2 faculty/staff members
l)	Academic/administrative office	10' x 10'	1
m)	Principal's Office room	10' x 10'	1
n)	Sanitary facilities	Separate facility for males and females, staff/students and clinical population	
o)	Hostel	Separate hostel for Men and Women with dining facility. Accommodation for at least 50% of the student population.	
p)	Barrier free access		
q)	Space for recreation - both indoor and outdoor		

**Equipment - Audiology (Minimum for a batch of 12 students)**

S No	Equipment	For a batch of 12 students
a)	Speech audiometry tests including those for assessment of CAPDs - in different languages	As per course requirement
b)	Diagnostic test material	As per course requirement
c)	Diagnostic/clinical pure tone audiometer	1
d)	Diagnostic immittance audiometer	1
e)	Diagnostic OAE analyzer	1
f)	2-Channel EP System	1
g)	Diagnostic material/equipment for assessment of balance disorders	1
h)	Real ear measuring equipment and hearing aid analyzer	1
h)	Equipment set for making earmolds	1
i)	Hi-Fi Ampli Deck with speakers and good microphone	1
j)	Computer PC-AT with VGA Color Monitor & printer for clinic administration	1
k)	Handheld Otoscope	1
l)	Software for signal generation and analysis	
	• Audio-visual Instruments, Furniture in class rooms, clinical areas, and labs and other administrative areas and internet access Appropriately	

Note: All rules and regulations pertaining to this course may be modify/change/update as per the current guideline of Rehabilitation Council of India, New Delhi.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 39****MASTER OF SCIENCE IN SPEECH-LANGUAGE PATHOLOGY  
(Semester scheme)****1. NAME OF THE COURSE OFFERED:**

The nomenclature of the program shall be Master of Science (Speech-Language Pathology). M.Sc. (SLP) shall be the short form.

**2. OBJECTIVES OF THE M.SC. (SLP) PROGRAM:**

The objectives of the M.Sc. (SLP) program are to equip the students with knowledge and skills to

- 2.1 Function as teachers and researchers in institutions of higher learning,
- 2.2 Diagnose and manage disorders of speech, language, and swallowing across life span,
- 2.3 Counsel and guide persons with disorders of speech, language and swallowing as well as their family members,
- 2.4 Implement rehabilitation programs for persons with speech, language and swallowing disorders,
- 2.5 To function as the disability certification authority in the field,
- 2.6 Liaise with professionals in allied fields and other stake holders,
- 2.7 Implement prevention and public education programs,
- 2.8 Undertake advocacy measures on behalf of and for persons with speech, language and swallowing disorders,
- 2.9 Advise government and other institutions on legal and policy issues related to persons with communication disorders, and
- 2.10 To establish and administer institutions of higher learning.

3. DURATION OF THE PROGRAM:

- 3.1 The program shall be of 4 semesters (2 academic years) and should be completed within 4 years from the date of admission or as per University Policy.
- 3.2 An academic year consists of two semesters, and each semester shall extend over a minimum period of sixteen weeks excluding examination days. The semesters shall be spread out as follows:

Odd semesters – 1 & 3	July – November
Even semesters – 2 & 4	January – May
- 3.3 There shall be examination at the end of each semester. There shall be a vacation of minimum 2 weeks after the examinations at the end of odd semesters and 4 weeks after the examinations at the end of even semesters.

4. MEDIUM OF INSTRUCTION:

Medium of instruction shall be English.

**5. ELIGIBILITY FOR ADMISSION:**

- 5.1. Candidates with a B ASLP/ B.Sc. (Speech & Hearing) degree of any recognized University by the Rehabilitation Council of India with minimum of 55% marks.
- 5.2. Relaxation in the qualifying marks for designated categories of students shall be as per rules and regulations of respective University / State / Union Territories or the Central Government.

## 6. PROGRAM STRUCTURE:

Time structure of the program shall be as follows:

Semesters	4	
Weeks per Semester	16	
Days per week	6	94 days per semester
Hours per day	6	560 hours per semester

Semester 1	Theory	5 papers x 60 hours	300 hours
	Clinical		240 hours
	Others		20 hours
Semester 2	Theory	4 papers x 60 hours	240 hours
	Clinicals		240 hours
	Others		80 hours
Semester 3	Theory	5 papers x 60 hours	300 hours
	Clinicals		160 hours
	Dissertation		80 hours
	Others		20 hours
Semester 4	Theory	1 paper x 60 hours	60 hours
	Clinicals		160 hours
	Dissertation		320 hours
	Others		20 hours
Theory	300 + 240 + 300 + 60		900 hours
Clinicals	240 + 240 + 160 + 160		800 hours
Dissertation	0+0+80+320		400 hours
Others	20+80+20+20		140 hours
Total			2240 hrs

## 7. ATTENDANCE:

- 7.1 Minimum attendance shall not be less than 80% in theory and 90% in Clinicals in each semester for students to be eligible to appear for examination at the end of each semester or as per University Policy.
- 7.2 Candidates who cannot appear for examination for want of attendance will be declared failed and will have to repeat the particular semester to be eligible to appear for exams subsequently.



- 7.3 Condonation of shortage of attendance in genuine cases to a maximum of 10% shall be from the Vice-Chancellor, through proper channel (Forwarded through Course-coordinator/Principal/Incharge of respective college/Department).

#### 8. **EXAMINATION PATTERN:**

8.1 The examination pattern and papers shall be as shown in the table below:

	Subject	Marks		
		Exam	IA	Total
SLP101	Research Methods, Epidemiology and Statistics	80	20	100
SLP102	Speech Science and Speech Production	80	20	100
SLP103	Augmentative and Alternative Communication	80	20	100
SLP104	Neurobiology of Speech-language and Cognition	80	20	100
SLP105	Clinical Linguistics & Multilingual Issues	80	20	100
SLP106	Clinicals (Internal)	80	20	100
SLP201	Advances in Speech Sound Disorders	80	20	100
SLP202	Voice : Science and Disorders	80	20	100
SLP203	Disorders of Fluency	80	20	100
SLP204	Language Disorders in Children	80	20	100
SLP205	Clinicals (External)	100	00	100
SLP301	Neurogenic Speech Disorders	80	20	100
SLP302	Dysphagia	80	20	100
SLP303	Aphasia	80	20	100
SLP304	Language and Literacy Disorders	80	20	100
SLP305	Cognitive Communication Disorders	80	20	100
SLP306	Clinicals (Internal)	80	20	100
SLP401	Practices in Speech-language Pathology	80	20	100
SLP402	Dissertation	80	20	100
SLP403	Clinicals (External)	100	00	100
		1640	360	2000

8.2 Clinical examinations (for SLP106 and SLP306) shall be conducted by the designated internal faculty of the department at the end of 1<sup>st</sup> and 3<sup>rd</sup> semester. IA marks shall be awarded by all the faculty of the department on the basis of the assessment of the candidates' work throughout the particular semester.

8.3 Clinical examinations for SLP 205 and SLP 403 will be conducted by external examiner(s) at the end of the 2<sup>nd</sup> and 4<sup>th</sup> semester, respectively. Clinical examination shall be with clinical population like in medical profession. The

examiners shall also evaluate records of clinical and practical work of the students.

- 8.4 An internal faculty member can assist the external examiner(s) in SLP 205 and SLP 403 Clinicals (External), but shall not award marks.

**9. DISSERTATION:**

Students shall complete a dissertation in the 3rd and 4th semester of the course and shall submit the same at the end of 4th semester before final examination. An external examiner shall assess the dissertation for 80 marks while the guide shall assess the performance of the candidate for 20 marks (internal assessment). The dissertation will be rated for a total of 100 marks (80 +20). Candidates who fail to submit their dissertation on or before the stipulated date shall not be permitted to appear for the final semester examination

**10. CRITERIA FOR PASSING:**

- 10.1 The student is required to obtain a minimum of 50% in each of the theory papers, internal assessment, and clinical exams, and dissertation for a pass.
- 10.2 Grace Marks shall be allocated as per university norms.
- 10.3 Students will have to pass the clinical examination of the given semester to proceed to the next semester.
- 10.4 Carry-over of papers: Maximum number of attempts for any paper / clinical practicum / dissertation shall be three inclusive of first attempt. There shall be no supplementary examination

**11. BOARD OF EXAMINERS:**

- 11.1 There shall be a Board of Examiners for scrutinizing and approving the question papers as well as scheme of valuation
- 11.2 Fifty percent of the members in the Board of Examiners shall be from outside the institution

**12. AWARD OF DEGREE:**

The University shall award the degree and issue certificate only after the candidates successfully complete all the examinations stipulated.

**13. INFRASTRUCTURE FOR STARTING THE COURSE:**

As per the guideline of Rehabilitation Council of India  
Annexure I

**14. OTHERS:**

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**Annexure-I****Infrastructure requirements for M.Sc. (SLP) program****(Academic year 2018-19 onwards)**

The following are the minimum requirements for starting/continuing an M.Sc. (SLP) program. This requirement is over and above the stipulated infrastructure (faculty, clinical staff, and physical) for other programs. This should be read and interpreted in conjunction with the guidelines of RCI for recognition of new/existing programs for recognition.

**Human Resource Requirement**

Requirement of scientific / technical / administrative staff exclusively for M.Sc. (SLP) program with an intake of 12 students per year shall be as follows:

Type	Designation	No.
Core Faculty	Professor - Speech Language Pathology	1
	Associate Professor - Speech Language Pathology	1
	Assistant Professors - Speech Language Pathology	2
Clinical Staff	Speech-Language Pathologist - Gr I	1
Allied Faculty	Asst. Professor in Linguistics	1
	Asst. Professor in Statistics	1
Allied Clinical staff	Clinical Psychologist	1
	Oto-laryngologist	1
	Neurologist	1
Supporting staff – Technical	Electronics Engineer	1
	Bio-medical / Computer technician	1
	Library & Information Officer	1
	Library Assistant	1

Supporting staff- Admin.	Secretary - Academics	1
	Secretary - Clinic	1
	Secretary - Admin	1

Core faculty to student ratio should always be 1.3 (one faculty member for every 3 students)

Note 1: Allied faculty can be part time functionaries and their appointment can be guided by the requirements in a given semester Besides, allied faculty can be the same for undergraduate as well as postgraduate courses if the institute also has an undergraduate course.

Note 2: The requirement shown here is exclusively for M.Sc. (SLP) program. There shall be proportionate increase in infrastructure with increase in intake.

Note 3: The M.Sc (SLP) program can only be conducted by an independent institute/ college / department in a University / department in a hospital / rehabilitation unit, with a full-time Speech-language Pathologist, or Speech-language Pathologist& Audiologist as its head / coordinator (administrative / academic / clinical). The head of the program should possess a doctorate in the core field.

#### Faculty and Professional qualification in the core areas

Designation	Qualifications
Professor	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M.Sc (Sp-Lang Pathology / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</li> <li>b) Ph.D (in the core area*)</li> <li>c) 10 years teaching experience at PG / UG level</li> <li>d) Minimum five publications with a cumulative impact factor of 5</li> <li>e) Valid RCI registration</li> </ul> <b>Desirable:</b> Experience of running under-graduate training programs
Associate Professor	<b>Essential</b> <ul style="list-style-type: none"> <li>a) M Sc (Sp-Lang Pathology / M.Sc (Sp&amp; Hg) / MASLP or its equivalent</li> <li>b) 8 years teaching experience at PG/UG level</li> <li>c) Minimum 5 publications with a cumulative impact factor of 5</li> <li>d) Valid RCI registration.</li> </ul>

	<b>Desirable:</b> c) Ph.D. (in the core area*) d) Experience of running under-graduate training programs.
Assistant Professor-Speech Language Pathology	<b>Essential</b> a) M.Sc. (Sp-Lang Pathology) / M.Sc. (Sp& Hg) / MASLP or its equivalent b) 2 years teaching/ clinical / research experience c) Valid RCI registration <b>Desirable:</b> c) Ph.D. (in the core area*) d) Publications
Speech Language Pathologist Grade I	<b>Essential</b> a) M.Sc. (Audiology) / M.Sc. (Sp& Hg) / MASLP or its equivalent b) Valid RCI registration <b>Desirable:</b> 1 year experience in the field

\*Speech-Language Pathology or Speech-Language Pathology & Audiology

### Clinical

The institution should have facility for diagnosis, management and rehabilitation of all types of speech, language, and swallowing disorders in clinical population across life span.

Size of clinical population: The participating institution must have a clinical load of a minimum of 960 new and 1920 follow up therapy cases in the first and second semesters; and, in addition to this, 960 new and 1920 follow up therapy cases in the third and the fourth semester

### Library

Library should accommodate at least 30% of the staff and students of the institute at any given time.

Library should have internet and photocopying facilities.

At least 50% of books mentioned under 'Recommended Reading' under each paper must be available. The institution should add minimum one book every year for each subject of study.

There should be active subscription to at least 5 journals (3 international and 2 national journals in the core areas)

### Library Staff\*

- a) Library and Information Officer - 1

Qualification. B Lib. Science with one year experience in managing a technical library

b) Library Assistant - 1

Qualification: Diploma in Library Science

\* Library staff can be common for all the courses at a given institute/college

### Space

Sl.No		Size	Number (For a batch of 12 students)
a.	Class Rooms	Space @ 10 sq. ft per student + 20 Sq. ft for the teacher: Room with a minimum area of 220 sq. ft.	1 class room for a batch of 12 students
b.	Seminar hall	Space to accommodate 50% of total student strength	1 hall for a batch of 12 students
c.	Computer lab/ multipurpose hall	Space to accommodate 50% of total student strength	1 computer lab for a batch of 12 students
d.	Room for reception where patients are registered	10' x 10'	1 room for a batch of 12 students
e.	Room for case history, diagnostic room and interviews	6' x 8'	4 rooms for a batch of 12 students
f.	Speech Lab (Quiet Room) for diagnostic purposes	15' x 20'	1 room for a batch of 12 students
g.	Recording room (Sound proof)	8' x 10'	1 room for a batch of 12 students
h.	Speech Therapy Rooms/ Cabins (completely partitioned/sound isolated)	6' x 8'	4 rooms for a batch of 12 students
i.	Staff Room	15' x 20'	1 room
j.	Individual work space (with provision for storage facilities)	10' x 10'	1 room for every 2 faculty/staff members
k.	Academic/administrative office	10' x 10'	1
l.	Principal's Office room	10' x 10'	1
m.	Sanitary facilities	Separate facility for males and females, staff/students and clinical population	
n.	Hostel	Separate hostel for Men and Women with dining facility. Accommodation for at least 50% of the student population	

o.	Barrier free access
p.	Space for recreation - both indoor and outdoor

**Equipment - Speech-Language Pathology (Minimum for a batch of 12 students)**

Sl. No.	Equipment	For a batch of 12 students
a)	Speech and Language Tests (English and local languages)(Minimum two original test material per semester must be procured)	As per course requirement - See Table 1 for different tests
b)	Proformae	As per course requirement
c)	Speech Therapy material (in local language and English)	As per course requirement
d)	Digital voice recorders	2
e)	Video cameras for audio-visual recording	1
f)	Spirometer	1
g)	Computer PC-AT with VGA Color Monitor & printer for clinic administration	2
h)	Software for diagnosis/ therapy work	1
i)	Stroboscope (by possession in department or by access in the parent institution)	1
k)	Flexible scope for voice and swallowing assessment (by possession in department or by access in the parent institution)	1
l)	Electroglottograph	1
m)	System for aerodynamic assessment	1
n)	Tools for assessment of swallowing	

**Note:** All rules and regulations pertaining to this course may be modify/change/update as per the current guideline of Rehabilitation Council of India, New Delhi.



**SRI AUROBINDO UNIVERSITY, INDORE**  
**ORDINANCE NO. 40**  
**POST GRADUATE DIPLOMA COURSE IN AUDITORY VERBAL THERAPY**  
**(PGDAVT)**  
**Regulations & Norms**

**1. PREAMBLE:**

The ratification of the UN Convention on the Rights of Persons with Disabilities (Article 24) in 2007 by the Indian government and the passing of the 'The Right to Education Act (2009)' subsequently has brought a new direction to the field of management of deaf and hard of hearing individuals in the country. Professionals offering services to the deaf and hard of hearing must acquire the skills to adopt and use modern technology for the benefit of persons with hearing impairment. Rehabilitation Council of India (RCI) is India's apex body entrusted with the responsibility to regulate and monitor training of professionals in the area of disability. The Council has been designing, from time to time, training programs for the manpower generation in different areas of disability. The RCI is in the process of implementation of the forward thinking concept of a barrier free environment for persons with disabilities as enunciated in the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) 2006.

The significant change that the UNCRPD (2006) has brought about is that issues regarding persons with disabilities will no longer be a medical or health care issue. On the other hand, they will be viewed as a human rights issue. However, majority of the training programs tend to focus more on disability than on the needs of differently abled children. The RCI has been designing training programs to accommodate this changed shift. One such program is the institution of a Post Graduate Diploma Course in Auditory Verbal Therapy for the training professionals in the fields of Speech & Hearing and Special Education. By its very definition, Auditory Verbal Therapy, highlights the similarities between hearing children and their deaf and hard of hearing peers and therefore uses normal patterns of development on which to base the habilitation of deaf and hard of hearing children. Inclusion / inclusive education lie at

the very heart of Auditory Verbal Therapy and therefore, the new program is justified. RCI plays a key role in linking tradition to modernity and its training courses for professionals are the bridges that enable the link. Post Graduate Diploma Course in Auditory Verbal Therapy will allow the professionals serving the deaf and hard of hearing in India to build on their knowledge and skills from their masters, graduation and diploma programs and to upgrade their knowledge.

Systematic and intensive training of the existing re/habilitation professionals is critical if India is to keep pace with international trends in the habilitation of deaf and hard of hearing children. International protocol recommends that training in Auditory Verbal therapy be given only by professionals who are themselves certified as LSLS Cert. AVT by the A.G. Bell Academy, an international organization. Therefore, this Post Graduate Diploma in Auditory Verbal Therapy should preferably follow the same modules of theory, guided observation and practice of Auditory Verbal Therapy as taught in the training of LSLS Cert. AVT.

Across the world, all countries are working towards implementing the position statement of the Joint Committee on Infant Hearing, 2007. This 1-3-6 protocol specifies that with the help of universal newborn infant screening babies with hearing loss be identified by one month of age and be appropriately provided amplification facility by three months of age so that effective intervention begins at six months of age at the latest. By instituting this Post Graduate Diploma in Auditory Verbal Therapy, India will demonstrate through her apex regulatory body of RCI that she recognizes the need for focused training of re/habilitation professionals who serve deaf and hard of hearing babies in listening, learning and spoken language skills in order to comply with the 1-3-6 protocol and so become members of the global community.

## **2. AIMS AND OBJECTIVES:**

The aim of the Post Graduate Diploma Course in Auditory Verbal Therapy is to train and equip professionals in the fields of Speech & Hearing and Special Education with knowledge and skills to practice auditory verbal therapy with young children with deafness and hard of hearing as a part of the early intervention program. The course further aims to facilitate professionals in setting up of early intervention centers

staffed by therapists who have the requisite skills to work with deaf and hard of hearing children.

The objectives of this program are to

- 2.1 Impart knowledge in modern technology and its significance in the practice of educating children with hearing impairment,
- 2.2 Identify the principles and practices of auditory verbal therapy and related services,
- 2.3 Develop skills and competencies for practicing auditory verbal therapy as a part of the early intervention services for young children with hearing impairment,
- 2.4 Promote speech-language development and education of young hearing impaired children, and
- 2.5 Promote parent - teacher empowerment,
- 2.6 Develop skills and competencies in students for practicing AVT as a part of early intervention for young hearing impaired children, and
- 2.7 To teach the need and significance of practice of AVT in India.

**3. DURATION OF THE COURSE:**

The duration of the course is one academic year (2 semesters).

**4. MEDIUM OF INSTRUCTION:**

The medium of instruction shall be English.

**5. ELIGIBILITY FOR ADMISSION:**

Any candidate with a graduate degree in Audiology /Speech-Language Pathology/ Speech and Hearing, or Special Education (HI), or equivalent degree from any other University and who is registered with the Rehabilitation Council of India will be eligible to seek admission for the course. Foreign nationals should produce evidence of professional registration in their home country.

**6. TEACHER – STUDENT RATIO:**

The teacher student ratio is 1: 5

**7. INTAKE CAPACITY:**

Considering infrastructural facilities needed and the dearth of certified AV therapists in India, a maximum of 10 candidates may be admitted for the course.

**8. TYPE OF INSTITUTIONS THAT CAN OFFER THE PROGRAM:**

Only those institutions that fulfill the following criteria are eligible to conduct the program:

- 8.1. Institutions offering RCI approved graduate programs in Speech & Hearing or Special Education in the area of hearing impairment or institutions with RCI affiliation for more than 4 years
- 8.2. Institutions having surgical facility for cochlear implantation and post implant habilitation facility, or having MOU with institutions having surgical and post implant habilitation facility.

**9. THEORY AND PRACTICAL WORK:****Semester 1\***

Semester	Title	Theory** Hours	Practical Hours	Clinical Hours
1	Auditory Verbal Techniques	50	40	--
	Spoken Language and Communication Development	50	40	--
	Child Development	50	40	--
	Clinical work	----	---	290
<b>Total</b>		150	120	290
2.	Hearing and Amplification Technologies	50	40	----
	Parent Empowerment and Curricular Support	50	40	----
	Clinical work			380
<b>Total</b>		100	80	380

- \* Calculated on the basis that each semester will have 16 weeks with 5 working days, and each working day will have 7 hours. It means each semester will be of 560 hours (16 weeks x 5 days x 7 hours). This is in addition to examinations, preparatory holidays for exam, vacation etc.

- \* There shall be 5 units in each paper and each unit shall be taught for 10 hours.  
**Minimum Practical work: 1 and 2 semesters (Clinical examination)**

S.No.	Activity	Sessions / Children	Hours
1	Unsupervised observations	50	50
2	Supervised observation of teaching sessions with Teacher Practicum Supervision Form	20	20
3	Practice sessions with Teacher Behavior Rating Scale (TBR5)	20	30
4	Assessed sessions (TBR5)	10	20
5	Practice of Phonetic Level Evaluation and Speech Strategies of Dr. Ling	30	10
6	Observation and practice –Audiograms 15 observations and 5 practice sessions	15	20
7	Practice – Hearing evaluation	5	10
8	Observation of Hearing aids fitment	10	20
9	Observations of Mapping sessions	10	20
10	Observation of Speech Perception Tests	5	10
11	Case studies including case history	5	10
12	Clinical work with Children with Hearing impairment		450*

\* Auditory verbal therapy + Speech therapy

#### 10. SCHEME OF EXAMINATION:

The scheme of examination shall be as follows:

Paper	Title	Theory	IA	Practical	Total
1 1	Auditory Verbal Techniques	50	20	30	100
1 2	Spoken Language and Communication Development	50	20	30	100
1.3	Child Development	50	20	30	100
1.4	Clinical*	80	20	--	100
2.1	Hearing and Amplification Technologies	50	20	30	100
2.2	Parent Empowerment and Curricular Support	50	20	30	100
2.3	Clinical*	80	20	--	100
	<b>Total</b>	<b>410</b>	<b>140</b>	<b>150</b>	<b>700</b>

#### 11. STANDARD OF PASSING:

The minimum percentage of marks required for passing is 50%, separately in theory, IA, practical and clinical examination. Class will be declared based on the aggregate of marks of both the semesters. The candidates will be declared to have passed the examination as follows:

First Class with Distinction	≥ 75%
First Class	≥ 60%
Second Class	≥ 50%

#### 12. REAPPEARING FACILITY:

A candidate has to pass each examination in not more than three attempts including the first attempt. The candidate to appear for the examination at the end of second

semester must have passed all the papers of the first semester. The entire course itself should be completed in not more than 2 years.

### 13. INFRASTRUCTURE FACILITIES:

The institution conducting the training course should have a Model Centre practicing auditory verbal therapy or should have a Memorandum of Understanding Auditory Verbal therapy center near to the institution. The teacher student ratio (therapist – cochlear implanted children) of the model center should be 1:4 and the center should have a minimum strength of 10 young hearing impaired children with cochlear implants.

The minimum infrastructure required for offering this Post graduate Diploma program for an intake of 10 students, shall be as given below. The requirements for infrastructure shall double for an additional intake of 10 students or part thereof.

#### 13.1 Space: Exclusively for this program

Class room	1 room	15' x 10'	150 Sq. ft
Laboratory	1 room	20' x 10'	200 Sq. ft
Therapy rooms	5 rooms	8' x 8' each	320 Sq. ft
Space for staff, library, waiting hall,			
child care, office & other facilities			~ 500 Sq. ft

#### 13.2 Staff

Audiologist / Speech Language Pathologist*	1	Full time
Lecturer in Special Education®	1	Full time
Lecturer in Auditory Verbal Therapy <sup>s</sup>	1	Part time/Full time
Lecturer in Clinical Psychology/Clinical Psychologist#	1	Visiting

MASLP or MSc (Audiology) or M Sc (Speech-language Pathology), or its equivalent as recognize by RCI.

Master's Degree in Special Education (HI) or its equivalent as recognized by RCI

- a) MASLP or MSc (Audiology), or MSc (Speech-language Pathology), or Master's Degree in Special Education (HI), or M.Ed. (Special Education) with LSLS Cert. in AVT, or its equivalent as recognized by RCI.
- b) Must have worked with 50 children with cochlear implants in the last 5 years.

M Phil in Clinical Psychology or its equivalent as recognized by RCI

### **13.3 Equipment/ Material**

- 13.3.1 Digital Hearing Aids - Minimum 6 nos
- 13.3.2 Therapy material like toys & play materials, toys for informal hearing screening such as bells and noise making toys
- 13.3.3 Material for auditory verbal raining
- 13.3.4 Models of Ear and cochlear implant

### **13.4 Clinical infrastructure**

Teacher: Children with cochlear implants 1 : 5

Teacher: Children with hearing aids 1 : 5

### **13.5 Library**

Books and Journals listed under each paper are essential.

## **14. CERTIFICATION AS A REGISTERED PROFESSIONAL:**

It is mandatory as per Section 13 of RCI Act for every teacher of special education to obtain a "Registered Professional Certificate" from the Rehabilitation Council of India to work in the field of special education in India. As continuous professional growth is necessary for the renewal of the certificate, the teachers as well as educators in special education should undergo in-service program periodically to update their professional knowledge. Amendments, if any, to the regulations of the course will be made periodically by the Rehabilitation Council of India. Any deviation from the above regulations should have the prior approval of the Rehabilitation Council of India.

The candidates with Post Graduate Diploma in Auditory Verbal Therapy (PGDAVT) will be eligible for addition of qualification for registration in CRR as Auditory Verbal



Therapist (AVT) in addition to their existing categories of registration under any other category (S. No.17).

**15. OTHERS:**

On all other issues not mentioned in these rules and regulations like the pattern of question paper, grading, award of grace marks, and declaration of rank, among others, the rules and regulations of the respective University shall prevail.

**16. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**Note:** All rules and regulations pertaining to this course may be modify/change/update as per the current guideline of Rehabilitation Council of India, New Delhi.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 41****BACHELOR IN OCCUPATIONAL THERAPY (B.O.T.)****1. CORE CONCEPTS IN OCCUPATIONAL THERAPY:**

The theme of the profession is based on the concept of 'OCCUPATIONAL SCIENCES', fitness of the human in his environment to be productive and purposeful

Occupational Therapy means a branch of health care system which involves application of purposeful goal oriented activity through latest technology with computerized system and the like, in the evaluation, diagnosis or treatment of a person whose function is impaired due to acute and chronic physical illness or injury, psychological dysfunction functioning, to prevent disability and to maintain health; specific occupational therapy services which include education and training in activities of daily living (ADL), the design, fabrication and application of orthosis (Splints); guidance in the selection & use of adaptive equipment, therapeutic activities to enhance functional performance; prevocational evaluation & training & consultation concerning the adaptation of physical environment which may be provided to individuals or groups & to both indoor & outdoor patients.

Thus the practice of Occupational therapy is guided by objective assessments, a conclusive diagnosis of functional limitations and intervention of function, to alleviate, control and treat dysfunction due to illness, accident, injury and developmental problems. The goal of therapy being, functional independence for productive living.

**1.1 Scope of practice:**

The role of an Occupational Therapist now, is concomitant with the rapidly changing and dynamic nature of contemporary health and human services delivery systems. It requires the occupational therapist to possess basic skills as a direct care provider, consultant, educator, manager, researcher, and advocate for the profession and the consumer.

**AIMS AND OBJECTIVES:****2.1 AIMS:**

- 2.1.1 To promote sustainable development of higher education consistent with statutory and regulatory requirements.
- 2.1.2 To plan and continuously provide necessary infrastructure, learning resources required for quality education and innovations.
- 2.1.3 To stimulate to extend the frontiers of knowledge, through faculty development and continuing education programs
- 2.1.4 To make research a significant activity involving staff, students and society.
- 2.1.5 To promote industry/organization, interaction/collaborations with regional / national / international bodies.
- 2.1.6 To establish healthy systems for communication among all stakeholders for vision oriented growth.
- 2.1.7 To fulfill the national obligation through rural health missions.
- 2.1.8 Proficiency in the diagnosis and skills of basic Occupational therapy procedures and techniques with adequate theoretical basis and rationale of medical/Occupational therapy & allied health sciences
- 2.1.9 To detect and evaluate the anatomical, patho-physiological impairments, resulting in dysfunction of various age groups & occupation; as well as epidemiological features in the population & arrive at appropriate diagnosis
- 2.1.10 To understand the rationale & basic investigative approach to the medical system and surgical intervention regimens & accordingly plan & implement specific therapeutic measures effectively.
- 2.1.11 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Occupational therapists
- 2.1.12 To practice Moral and Ethical values and Evidence Based Practices with regard to Occupational therapy.

## 2.2 **OBJECTIVES:**

The objective of the course shall allow the students:

- 2.2.1 To implement effectively the programs through creativity and innovation in teaching, learning and evaluation.
- 2.2.2 To make existing programs more career oriented through effective system of review and redesign of curriculum.
- 2.2.3 To impart spirit of enquiry and scientific temperament among students through research oriented activities.
- 2.2.4 To enhance reading and learning capabilities among faculty and students and inculcate sense of lifelong learning.
- 2.2.5 To promulgate process for effective, continuous, objective oriented student performance evaluation.
- 2.2.6 To ordinate periodic performance evaluation of the faculty
- 2.2.7 To incorporate themes to build values, civic responsibilities & sense of national integrity.
- 2.2.8 To ensure that the academic, career & personal counselling are in-built into the system of curriculum delivery.
- 2.2.9 To strengthen, develop and implement staff and student welfare programs.
- 2.2.10 To adopt and implement principles of participation, transparency and accountability in governance of academic and administrative activities.
- 2.2.11 To constantly display sensitivity and respond to changing educational, social, and community demands.
- 2.2.12 To promote public- private partnership
- 2.2.13 To acquire adequate theoretical & practical knowledge in the basic medical subjects
- 2.2.14 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- 2.2.15 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.

- 2.2.16 To impart competency in therapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative & Promotive goals in a variety of health care settings.
- 2.2.17 To develop professional autonomy through independent physical diagnosis and prescription as an Occupational therapist for all Occupational therapy related referrals and/ or primary clients.
- 2.2.18 To endorse therapeutic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.
- 2.2.19 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of Occupational therapy.
- 2.2.20 To introduce the students to the fundamentals of Biostatistics & Occupational therapy Research activities

### 3. PRE-AMBLE-

"OCCUPATIONAL THERAPY" offers much more than the connotation attached and perceived to its title as providing Occupation to the client. Occupational Therapy is a specialized branch of medical health sciences that prevents, rehabilitates or treats any physical, mental illness. In the key role, a qualified professional is competent to optimize the functional capability of his/her clients when jeopardized due to physical, mental, psychosocial impairment or dysfunction.

A graduate from an accredited program in Occupational Therapy must:

- 3.1 Have acquired, as a foundation for professional study prescribed in the syllabus and understanding of issues related to diversity.
- 3.2 Be educated with a broad exposure to the delivery models and systems used in settings where occupational therapy is currently practiced.
- 3.3 Have achieved basic competence through a combination of academic and fieldwork education

- 3.4 Be able to articulate and apply occupational therapy theory and evidence-based evaluations and interventions to achieve expected outcomes as related to real life and needs of clients
- 3.5 Be prepared to be a lifelong learner and keep current with evidence-based professional practice.
- 3.6 Uphold the ethical standards, values, and attitudes of the occupational therapy profession
- 3.7 Understand the distinct roles and responsibilities of the occupational therapist as a clinician, researcher and service provider
- 3.8 Be aware of the occupational therapy services offered to the recipients of those services
- 3.9 Contribute to the growth and dissemination of research and knowledge.

#### 4. HEALTH PREREQUISITES TO PURSUE THE COURSE:

The 'OSLERIAN APPROACH' is a model which is the basis of imparting education to students in the health field and involves the following steps

STEP I- Define and align

STEP II- Listen and localize

STEP III- Palpate and re-create

STEP IV- Investigate and alleviate

Based on the above model, for effective learning, deductions from clinical and didactic experiences, execution of skills, it is mandatory that a student in the field of Occupational Therapy [Allied Health Sciences] should meet the following health prerequisites –

Cognitive and perceptual abilities - Understand, perceive and execute problem solving in all clinical situations using a combination of cognitive and perceptual components.

Visual abilities- Will satisfy normal standards of vision to identify, localize, and demonstrate cognizance of safety measures by visual inspection for appropriate intervention.

Auditory abilities- Will carry out effective and meaningful conversation with the client, care givers and co- professionals; will effectively auscultate and demonstrate ability to

hear normal and abnormal sounds from a distance as well with or without aids to deliver appropriate care

Speech. Will demonstrate ability to clearly articulate and share knowledge, professional values, patient concerns, with peers and other disciplines, to facilitate patient care.

Motor abilities- Will demonstrate adequate loco motor skills towards patient treatment, safety, care and intervention in varied set ups.

Demonstrate gross and fine motor abilities to allow use of devices, gadgets, palpate, localize, and manipulate with precision and safety.

Sensory abilities- Will execute all essential sensory intactness to feel, palpate, test and report deficits and apply appropriate intervention.

Co-ordination – Will demonstrate uncompromised fine motor and visual-motor co-ordination and balance abilities to assess and intervene in a variety of therapy settings, with respect to patient and self-safety.

Emotional integrity: Will demonstrate a stable emotional status to interact during therapeutic interactions with clients, peers and professional colleagues, and all involved in patient care

**5. DURATION OF THE COURSE:**

Duration of the course leading to Degree of Bachelor of Occupational therapy (BOT) shall be regular full time four and half calendar years (Including Six Months compulsory rotatory internship).

**6. STRUCTURE OF BOT CURRICULUM:**

6.1 Bachelor of Occupational therapy course shall be taught within four Years with following distribution

- First Year B O.T
- Second Year B.O.T
- Third Year B.O T.
- Fourth Year B.O.T

6.2 The Practical work also includes the clinical work wherever applicable.

- 6.3 Compulsory Rotatory Internship shall be not less than 6 months.
- 6.4 The Student admitted in BOT course shall have to complete the course within the maximum permissible duration of 8 years, from the date of admission or as per University Policy.
- 6.5 The examination shall be held twice a year, one regular (Main exam) to be held as per University Schedule and supplementary (Second exam) to be held as per University Scheme or as may be fixed by controller of Examination/apex body.

**7. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 7.1 Admission to the First year in Bachelor of Occupational therapy degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed as per Government norms
- 7.2 Selection of candidate will be on basis of the entrance examination or in the absence of entrance examination purely on merit on the basis of marks obtained in qualifying examination
- 7.3 The minimum age for admission shall be 17 years on 31<sup>st</sup> December of academic year of admission.
- 7.4 On admission, every candidate shall have to get fitness certificate from SAIMS Hospital.
- 7.5 The course shall be commencing from the month of August of every academic year

**8. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (December/March/June conducted during the year) and one University Examination (conducted at the end of the academic year)



The medium of Instruction and Examination shall be English throughout the course of the study.

#### 8.1 Attendance

8.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and 85% of the practical classes held separately in each subject of the course of the study or as per University policy.

8.1.2 The total lecture and practical shall be conducted as per scheme.

#### 8.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

### 9. REQUIREMENTS FOR EXAMINATION AND ATTENDANCE:

9.1 Examination will be conducted by the university:

- 1<sup>st</sup> Year at the end of the 1<sup>st</sup> year.
- 2<sup>nd</sup> Year at the end of the 2<sup>nd</sup> year
- 3<sup>rd</sup> Year at the end of the 3<sup>rd</sup> year
- B.O.T. Final Examination at the end of the 4<sup>th</sup> year.

Examination shall be in Theory and Practical. A candidate will be permitted to appear for the University Examination in the subject only if

- He has not less than 75% of attendance in Theory and 85% Practical in each subject or as per University policy.
- He obtains a Progress Certificate from Head of the institution of having satisfactory completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.

9.2 Students may carry over two subjects from one year to the following year and must pass in the failed subjects before appearing in the next year exam.

9.3 Students may carry two subjects from 2<sup>nd</sup> year to 3<sup>rd</sup> year and must pass in failed subject before appearing in 3<sup>rd</sup> year annual exam.

9.4 Students may carry two subjects from 3<sup>rd</sup> year to 4<sup>th</sup> year and must pass in

failed subjects before appearing in the 4<sup>th</sup> year exam.

- 9.5 There will be two examinations in a year with an interval of four to six months between the two examinations.

#### **10. SCHEME OF EXAMINATION:**

The examinations are to be conducted to assess whether the candidate has acquired the necessary minimum skill and clear concepts of the fundamentals essential for day to day professional work.

- 10.1 The Examination will be held twice a year for all the four years respectively.

- 10.2 The students desirous for appearing for the University Examination shall submit the application form duly filled in along with prescribed examination fees. Incomplete application form submitted without prescribed fee or application form submitted after due date will be rejected; and student shall not be allowed to appear for the examination

- 10.3 A student who possesses the qualifications laid down in and satisfies the following requirements duly certified by the Principal of the Occupational therapy College/Institution recognized by this University for the B.O T course shall be eligible to appear in second/Third/Final year B O.T. examination.

10.3.1 of having good character,

10.3.2 of having attended the prescribed course,

10.3.3 of having attended not less than:

10.3.3.1 75% of all course of lectures delivered; and

10.3.3.2 85% of full course of practicals held separately

10.3.3.3 Or as per University Policy

#### **10.4 Internal assessment:**

10.4.1 It shall be based on day to day assessment evaluation of student assignment, preparation for seminar, clinical case presentation etc.

10.4.2 Regular periodical examinations shall be conducted throughout the course. The question of number of examinations is left to the institution.

10.4.3 Day to day records should be given importance during internal assessment

10.4.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

Note: Internal assessment shall relate to different ways in which students' participation in learning process during semesters is evaluated, some examples are as follows

- Preparation of subject for students' seminar.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in project for health care in the community (Planning stage to evaluation)
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions (MCQs)/(VSQs) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

#### 10.5 Criteria for Passing:

10.5.1 In all the University examinations, the candidate shall have to obtain 50% marks separately in Theory plus viva voce plus internal Assessment and Practical plus Internal Assessment examination separately.

10.5.2 The candidate must secure minimum 50% marks in each head of passing. There shall be three head of passing i.e. Theory, Practical & Internal Assessment. However candidate securing 35% marks in internal Assessment will have to compensate 15% marks in University examination – Theory/Practical to pass the Subject.

10.5.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

10.6 Each Theory paper will be of three hours

10.7 There will be three sections in each theory paper

- = Section A – MCQs/VSQs (02x10 =20)
- = Section B – SAQs (05x07 =35)
- = Section C – LAQs (15x03 = 45)

- 10.8 Not more than 40 candidates should be examined in one day in Clinical or Practical examination / subject.
- 10.9 The medium of examination shall be English.
- 10.10 If candidate fails either in Theory or in Practical Examination of a subject he/she will have to appear for both theory and practical/clinical examination again.
- 10.11 Internal Assessment marks list shall be submitted to the University office at least two weeks before the commencement of theory examinations. The institute shall adopt uniform criteria for Internal Assessment for which a record, i.e., attendance and evaluated answer sheets of internal exam of such student shall be maintained in the institution, which will be shown to the student and such records shall be maintained for 3 months after the declaration of university results.
- 10.12 The candidate is required to obtain Pass Marks in each of the Theory and Practical. Candidate has to pass all subjects separately in main exam / internal exam. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, have the option to improve his/her marks of sessional examinations at the time of appearing in the Betterment test.
- 10.13 A candidate who has completed the prescribed course and is unable to appear in the examination or having appeared has failed, may be admitted to subsequent examinations, on payment of the prescribed fee on each occasion and on presenting a certificate signed by the Principal of Occupational therapy college/ Institution in which he/she completed the course, that he/she subsequent to his/her last failure attended a course of training/hospital practice, in the subjects of the examination as the Principal may determine.
- 10.14 The examination shall be held according to the scheme of examination and syllabus prescribed by the Academic Council. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to syllabus prescribed by the University for regular students provided that the syllabus for the candidates of supplementary examination shall be the same as was in force in the last main examination

10.15 Syllabus & Scheme of the examination shall be decided by the Academic council of the University from time to time as per guidelines from MP Paramedical Council.

#### **Bachelor of Occupational Therapy PART - I**

The Part-I Examination shall consist of the following subjects (Teaching hour approximately for lectures to be delivered and practical classes to be held in each subject indicated against each subject).

No	SUBJECT	LECTURES	PRACTICAL
1.	Human Anatomy	140	60
2.	Human Physiology including Bio chemistry	160	60
3.	Pathology & Pharmacology	100	-
4.	Psychology	80	-
5.	Principles of Occupational Therapy	160	140
6.	Occupational Therapy Clinicals	-	500

#### **BOT 1st Year Scheme of Examination**

The full marks for each subject and the minimum marks required for passing the same shall be as follows:

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Human Anatomy	20	20	100	20	40	200
2	Human Physiology including Biochemistry	20	20	100	20	40	200
3	Pathology & Pharmacology	20	-	80	-	-	100
4	Psychology	20	-	80	-	-	100
5	Principles of Occupational Therapy	20	20	100	20	40	200
<b>Total Max. Marks</b>							<b>800</b>

# In paper Human Physiology including # Bio-Chemistry: The University practical

examination will be only for Human Physiology, there will be no practical examination in Biochemistry.

N.B. – Viva marks will be added in theory marks along with internal assessment theory; candidate have to get min. 50% marks in theory and viva collectively for passing the examination.

#### Bachelor of Occupational Therapy PART – II

The part-II Examination shall consist of the following subjects (Teaching hour approximately for lectures to be delivered and practical classes to be held in each subject indicated against each subject.

No	SUBJECT	LECTURES	PRACTICAL
1.	Medicine including Neurology	100	50
2.	Surgery including Orthopaedics	100	50
3.	Biomechanics & Kinesiology	100	30
4.	Occupational Therapy in Medical Condition Part-I	100	120
5.	Occupational Therapy in Surgical Condition Part-I	100	120
6	Applied Psychology including psychiatry	100	50
7	Occupational Therapy Clinical	-	800

#### Scheme of Examination for BOT 2nd year

The full-marks for each subject and the minimum marks required for passing shall be as follows

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Medicine including Neurology	20	--	80	--	--	100

2	Surgery including Orthopedics	20	20	100	20	40	200
3	Biomechanics & Kinesiology	20	-	80	--	--	100
4	Occupational Therapy in Medical Condition Part-1	20	20	100	20	40	200
5	Occupational Therapy in Surgical Condition Part-1	20	20	100	20	40	200
6	Applied Psychology including Psychiatry	20	-	80	-	-	100
Total Max. Marks							900

**\*In Surgery including Orthopaedics:- University practical exam for Orthopaedics subject only**

**N.B. – Viva marks will be added in theory marks along with internal assessment theory; candidates have to get min. 50% marks in theory and viva collectively for passing the examination.**

1 The part – III Examination shall consist of the following subjects (Teaching hour approximately for lectures to be delivered and practical classes to be held in each subject indicated against each subject:

No	SUBJECT	LECTURES	PRACTICAL
1.	Occupational Therapy in Medical condition Part – II	140	60
2.	Occupational Therapy in Surgical condition Part – II	160	60
3.	Disability Prevention and Rehabilitation including Prosthetics & Orthotics ADL	100	-
4.	Bio Statistics and Research Methodology	80	-

2 The full marks for each subject and the minimum marks required for passing the part III Examination shall be as follows.

S No	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Occupational Therapy in Medical Condition Part-2	20	20	100	20	40	200
2	Occupational Therapy in Surgical Condition Part-2	20	20	100	20	40	200
3	Disability Prevention and Rehabilitation including Prosthetics and Orthotics ADL	20	20	100	20	40	200
4	Biostatics & Research methodology (NUES)	20	-	80	-	-	100
<b>Total Max. Marks</b>							<b>700</b>



**N.B. – Viva marks will be added in theory marks along with internal assessment theory; candidates have to get min. 50% marks in theory and viva collectively for passing the examination.**

#### **Bachelor of Occupational Therapy Part – IV**

Part – IV Examination shall consist of the following subjects (teaching hour approximately for lectures to be delivered and practical classes to be held in each subject indicated against each subject)

No	SUBJECT	LECTURES	PRACTICAL
1.	Community Medicine	75	--
2.	Rehabilitation Medicine	120	50
3	Alternative Medicine	50	50
4.	Physical Diagnosis	120	50
5.	Ethics & management Study	60	--
6.	Seminars & Discussions	50	--
7.	Occupational Therapy Clinicals	--	960

2. The full marks for each subject and the minimum marks required for passing the same shall be as follows:

#### **Fourth Year B.O.T. Examination**

S No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1	Community Medicine	20	--	80	--	--	100
2	Rehabilitation	20	20	100	20	40	200
3	Alternative Medicine	20	20	100	20	40	200
4	Physical Diagnosis	20	20	100	20	40	200
5	Ethics & management studies	20	-	80	-	-	100

6	Seminar and Discussion (NUES)	50	-	-	-	-	50
7	Clinical (NUES)	50 (Based on regular attendance and clinical performance)					50
Total Max. Marks							900

\*In Seminar and Discussion / Clinical (NUES)- No university examination the students performance throughout the academic year will be evaluated by the institute and marks will be sent to university.

N.B. – Viva marks will be added in theory marks along with internal assessment theory; candidates have to get min. 50% marks in theory and viva collectively for passing the examination.

#### 11. APPOINTMENT OF THE EXAMINERS/ QUESTION PAPER SETTERS:

The appointment of examiners for the University Examination shall be based on following criteria;

- 11.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall have minimum qualification and experience as an Assistant Professor with 3 years teaching experience in the concerned subject.
- 11.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience as an Assistant Professor with 3 years teaching experience in the concerned subject.
- 11.3 The External Examiner shall, be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.
- 11.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-convener examiner for the examinations.

**12. DIVISION / D MERIT LIST:**

- 12.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

There shall be Divisions as follows.

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt

- 12.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination, the merit list shall include the first 5 candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**13. REVALUATION/ RE-TOTALING:**

- 13.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subject; post result for any doubt in the marks obtained.
- 13.2 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

**14. COMPULSORY ROTATARY INTERNSHIP:**

- 14.1 Candidates seeking entry to the internship period must have passed all examinations in all subjects (i.e. He/She must have secured total credits of the Programme).
- 14.2 Duration: 6 months inclusive of posting in rural setup/CBR/similar setup.
- 14.3 During the internship candidate shall have to work full time average 7 hours per day (each working day) for 6 Calendar months (total Credit hours – 1260).

- 14.4 Each candidate is allowed maximum of 6 holidays during entire Internship Programme and in case of any exigencies during which the candidate remains absent for a period more than 6 days, he/she will have to work for the extra days during which the candidate has remained absent. This will be subject to approval from institution head.
- 14.5 Assessment: The interns/candidate shall maintain the record of work, which will be verified and certified by the Head of the Department under whom he/she works. Apart from scrutiny of the record of work, the Head of the Department shall undertake assessment and evaluation of training in attendance, discipline, knowledge, skills and attitude for the duration of training. The assessment report of the candidate shall be sent to the Parent institution.
- 14.6 Based on the record of work and date of evaluation the Director/Principal shall issue Certificate of Satisfactory Completion' of training following which the University shall award the Bachelor of Occupational therapy Degree or declare the candidate eligible for the same.
- 14.7 In the event of unsatisfactory report, the said intern shall have to repeat the internship for the period to be decided by the Head of the Institution concerned.
- 14.8 Intern will abide by all the rules & regulations of Institution/Hospital where they are posted.
- 14.9 Intern shall be responsible for proper use of equipments of the Institute/Hospital where they are posted. He/She shall be liable to pay for damages caused to the equipments resulting from improper use by him/her.
- 14.10 Internship duration can be extended by the Principal / Director on the grounds:
- 14.10.1 Remaining absent in excess of the permitted 6 days leave period, which is due: An intern will compensate by working extra for each day leave taken
- 14.10.2 Unsatisfactory performance during the period: If there are unsatisfactory reports in terms of performance of the intern, submitted by the Department In-charge, the said intern shall have to repeat the internship for a period at least two months further.

14.10.3 Case of indiscipline at any level. A Discipline and Action Committee will be formed in the college / Institution convened by Internship coordinator/HOD OT & headed by Director/Principal. In case of any lack of discipline, breach of trust or indulgence in any criminal activity on the part of the interns when reported by the concerned departments of Hospitals/Institutions where the interns have been posted, the defaulting Intern shall be called back immediately and subjected to disciplinary proceedings by the Disciplinary Action Committee.

14.10.4 Punishments:

14.10.4.1 Suspension of Internship for a period of 3-4 weeks for the reasons to be recorded. Following this disciplinary suspension, internship can be resumed only after submission of an appropriate undertaking / guarantee / surety. Period of suspension shall be considered as Break in Internship. Disciplinary Action Committee shall decide the period of suspension and resumption of Internship for a specified period.

14.10.4.2 Rustication & Termination: In case of a serious complaint of indiscipline or breach of trust against intern or any criminal activity done by intern according to the law of the country, he/she may be rusticated along with termination of Internship. Hon'ble Court of Law can resume the Internship in this case only on the abrogation of criminal charges against him

14.11 Institution shall have to satisfy themselves that satisfactory infrastructure facilities of Occupational therapy exist in the Institute / Hospital where the internship training has to be undertaken. Following parameters / guidelines have been suggested:

14.11.1.1 It is mandatory for the Institution conducting BOT Programme to have its own Occupational therapy clinic fully

furnished with all the necessary equipments as per the curriculum of the Programme

14.11.1.2 The Institutes & the Hospitals should have the Occupational therapy department with all the necessary infrastructure facilities

14.11.1.3 Senior Occupational therapist with sufficient clinical experience should manage the Occupational therapy departments in the Institutes/Hospitals.

14.11.1.4 Institute Director / principal can at his discretion grant NOC to the students to do the Internship at the place of his choice provided; the concerned Hospital fully satisfies the above criteria. For the purpose of granting NOC the candidate shall have to submit to the Institution the status of Occupational therapy Services available at the place where he intend to do his Internship.

#### **EVALUATION OF STUDENTS UNDER PRACTICAL/INTERNSHIP:**

S No.	Description	Satisfactory/ Unsatisfactory
1	Attendance	
2.	Discipline and general behavior in the Department	
3.	Approach to patients	
4.	Inquisitiveness regarding the subject	
5	Knowledge about evaluation of conditions	
6	Knowledge about various therapeutic modalities	
7.	Knowledge about actual application of therapeutic skills	

#### **15. CANCELLATION OF ADMISSION:**

The admission of a student at any stage of study shall be cancelled by the Vice

Chancellor based on recommendation of Head of the Institution, if:

- 15.1 He/She is not found qualified as per Government norms/ statutory body norms and guidelines or the eligibility criteria prescribed by the University.
- 15.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission
- 15.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.
- 15.4 He/She is found involved in any Police matter.

**16. THE QUALIFIED OCCUPATIONAL THERAPIST WILL BE ABLE TO:**

- 16.1 Demonstrate appropriate knowledge, skills and attitude required for the competent, reflective practice of Occupational therapy.
- 16.2 Demonstrate the necessary critical skills to be able to adapt to and utilize new developments in Occupational therapy practice for the benefit of the patient.
- 16.3 Demonstrate the ability to analyse and evaluate therapeutic interventions.
- 16.4 Identify the needs of the patient using assessment techniques and determine the objectives of patient management.
- 16.5 Carry out and progress safe and effective patient management programs.
- 16.6 Critically evaluate their own role and performance within an interdisciplinary team.
- 16.7 Demonstrate the ability to apply research techniques to the practice of Occupational therapy.

**17. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools The decision of the Vice Chancellor shall be final

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 42****MASTER OF OCCUPATIONAL THERAPY (M.O.T.)****1. GENERAL RULES:**

The Degree of Master of Occupational Therapy shall comprise a course of study spread over a period of 2 academic years and the candidates will be full time regular students of the course.

Conditions to be fulfilled by the applicant for becoming eligible to receive the Certificate of Recognition and affiliation for Master of OCCUPATIONAL THERAPY.

**2. TITLE AND COMMENCEMENT:**

Masters Degree Program in Occupational therapy (MOT) from Sri Aurobindo University shall offer three specialties & the respective Degree shall be called as follow-

Master Degree Program	Speciality
Master of Occupational Therapy (MOT)	Pediatric Occupational therapy.
Master of Occupational Therapy (MOT)	Neurological Occupational therapy.
Master of Occupational Therapy (MOT)	Mental Health Occupational therapy.

**3. COURSE OUTLINE:**

The Master's Degree in Occupational Therapy is a two year program consisting of classroom teaching, self-academic activities and clinical posting.

Every student shall attend symposia, seminars, conferences, clinics and lectures during each year as prescribed by department and not absent himself/herself from work without valid reason. In the first year theoretical basis of Occupational Therapy is refreshed along with research methodology and biostatistics. The students are rotated in all areas of clinical expertise during this period. They are required to choose their study for dissertation and submit a synopsis. During the second year the students will be posted in their area of speciality. They are required to complete and submit their dissertation.



The learning program includes seminars, journal reviews, case presentations, case discussions and classroom teaching. Some of the clinical postings are provided at other reputed centres in the country in order to offer a wider spectrum of experience. The students are encouraged to attend conferences, workshops to enhance their knowledge during the course of study. University examinations are held at the end of second year.

#### **4. ELIGIBILITY FOR ADMISSION:**

Master of Occupational Therapy course shall be open to those who passed Bachelor of Occupational Therapy B.Sc (OT) or BOT degree from recognized institutions/ any recognized university where the mode of study is a full time regular program or equivalent with not less than 50% of marks in aggregate.

In case of SC/ST/OBC students the relaxation of the eligibility percentage for the admission will be as per the "Madhya Pradesh state Government rules".

Admission to the course will be as per the performance of the student in BOT aggregate & merit basis / Common University Entrance or as per apex council norms. The student should have minimum 50% aggregate in BOT for appearing in entrance examination.

#### **5. GOALS:**

- 5.1 Impartation of education with research basis in order to validate techniques & technology in practice to Occupational Therapy.
- 5.2 Formation of base of the professional practice by referral as well as first contact mode using evidence based practice
- 5.3 Preparation of a postgraduate student towards his/her professional autonomy at par with global standards
- 5.4 Acquainting a student with concept of quality care at the institutional as well as at the community levels
- 5.5 Inculcation of appropriate professional relationship in multidisciplinary set up, patient management and co partnership basis
- 5.6 Preparation of students to address problems related to health education and community Occupational Therapy

- 5.7 Practicing the concept of protection of rights of the community during referral as well as first contact practice.
- 5.8 Incorporation of concept of management in Occupational Therapy.
- 5.9 Experience in clinical training and undergraduate teaching.

**6. DURATION OF COURSE:**

The duration of the certified study for the Master of Occupational Therapy shall be full time regular course and its duration shall extend over a period of two academic Years for the award of the degree. The student for the award of the MOT degree shall have to qualify in all papers prescribed for the MOT course within a period of FOUR years from the date he/she joined the course or as per University Policy.

**7. MEDIUM OF INSTRUCTION:**

English will be the medium of instruction for the subjects of study and for the examination of the MOT course.

**8. METHODS OF TRAINING:**

The training of postgraduate for MOT degree shall be on a full time pattern with graded responsibilities in the management and treatment of patients entrusted to his / her care. The participation of all the students in all facets of educational process is essential. Every candidate should take part in seminars, group discussions, clinical rounds, care demonstrations, clinics, journal review meetings & CME. Every candidate should be required to participate in the teaching and training programs of undergraduate students. Training should include involvement in laboratory experimental work and research studies.

**9. MONITORING PROCESS OF STUDIES (INTERNAL MONITORING):**

- 9.1 It is essential to monitor the learning progress of each candidate through continuous appraisal and regular assessment. It not only helps teachers to evaluate students, but also students to evaluate themselves. The monitoring is done by the staff of the department based on participation of students in

various teaching / learning activities. It may be structured and assessment be done using checklists that assess various aspects.

**9.2 Work diary:**

Every candidate shall maintain a work diary and record his/her participation in the training programme conducted by the department such as journal reviews, seminars etc

Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution and presented in the university examination.

**9.3 Periodic tests:**

The College may conduct periodic tests. The test may include written theory papers, practical, viva voce and clinical on the pattern of university examination. Records and marks obtained in such tests will be maintained by the Head of Department and sent to the University, when called for.

**10. ATTENDANCE REQUIREMENT FOR EXAMINATION:**

A candidate is required to attend a minimum of 80% of training and of the total classes conducted during each academic year of the MOT course or as per University Policy. Provided further, leave of any kind shall not be counted as part of academic term without prejudice to minimum 80% of training period every year or as per University Policy. Any student who fails to complete the course in this manner shall not be permitted to appear the University Examinations. A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination. He / She will be required to make up the deficit in attendance to become eligible to take subsequent examination.

**11. CONDONATION OF ATTENDANCE:**

Vice Chancellor is empowered to condone 10% of attendance on valid grounds. Monthly attendance of students has to be sent to the university every month from the respective affiliated colleges. In this regard University decision will be final

**12. PERMISSION TO APPEAR IN UNIVERSITY EXAMINATION OF MOT COURSE:**

The candidates admitted in an academic year will be registered to take up their University examination after completion of two academic years.

**13. COMMENCEMENT OF THE EXAMINATION:**

There shall be two university examinations. Main and Supplementary examination as per university notification every year academic year for MOT Final year candidates only. For MOT course (which is of two years duration), the University examination will be held at the end of second year only. However, at the end of first academic year, Internal examination will be conducted at the college level itself and the result has to be sent to the University as per the scheduled notification (These marks will be included in the Final Transcripts), and the students are eligible to appear their final year examination at Sri Aurobindo University, subject to passing in first year internal examination conducted at college / institution level.

**14. WORKING DAYS IN AN ACADEMIC CALENDAR:**

There shall be 240 minimum teaching days in one academic year.

**15. DISSERTATION/THESIS:**

Every candidate pursuing MOT degree course is required to carry out work on a selected research Project under the guidance of a recognized postgraduate teacher. The results of such a work shall be submitted in the form of dissertation.

The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and comparison of results and drawing conclusions

Every candidate shall submit to the Registrar of university in the prescribed Performa a synopsis containing particulars of proposed dissertation work within 6 months from the date of commencement of the course on or before the dates notified by the university. The synopsis shall be sent through the proper channel. Such synopsis will

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be reviewed and the university will register the dissertation topic. All the synopses of Dissertation have to be approved by the Institutional Ethical Committee.

No change in the dissertation topic or guide shall be made without prior approval of the university. Guide will be only a facilitator, advisor of the concept and responsible in correctly, directing the candidate in the methodology and not responsible for the outcome and results

The dissertation should be written under the following headings

- Title Page
- Certificates
- Acknowledgement
- List of Abbreviation
- Table of Contents
- List of Graphs
- List of Figures
- List of Tables
- Introduction
- Aims or objectives
- Review of Literature
- Material and Methods
- Results
- Discussion
- Conclusion
- References
- Appendices

The written text of dissertation shall not be less than 50 pages and shall not exceed 100 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27" x 11.69" and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Five copies of dissertation thus prepared shall be submitted to the Registrar (Evaluation), three months before final examination on or before the dates notified by

the university.

The examiners appointed by the university shall evaluate the dissertation. Approval of dissertation work is an essential precondition for a candidate to appear in the university examination. The dissertation shall be valued by the evaluator (Examiners) apart from the guide out of which one is external outside the institution zone of university / from other college of the same university. Evaluator acceptance other than the guide will be considered as a precondition for eligibility to take the examination.

**16. GUIDE:**

The academic qualification and teaching experience required for recognition by this university is as per the criteria for recognition of MOT teachers for guides.

**16.1 Criteria for MOT teacher / guide**

16.1.1 M.Sc. (OT) /MOT with Three years teaching experience working on a full time position at a Recognized Institution.

16.1.2 The age of guide / teacher shall not exceed 65 years.

16.1.3 The guide student ratio should be 1:5

**16.2 Change of Guide**

In the event of registered guide leaving the college for any reason or in the event of death of guide, guide may be changed with prior permission from the university.

**16.3** Candidate cannot be left without guide for more than 3 months total during their post-graduation study (i.e. in the event of resignation of guide college should appoint the guide within 3 months as per the essential criteria of guide) or as prescribed by University/Government.

**For other provision which is not covered in this ordinance will be applicable as per the university norms.**

**17. SCHEME OF EXAMINATION:**

<b>MOT 1<sup>st</sup> Year(Common for All candidates):</b>			
<b>Institutional Examination as per University Notification</b>			
<b>Paper</b>	<b>Subject</b>	<b>Max. Marks</b>	<b>Minimum Passing Marks</b>
Paper 1	Basic Medical Sciences & kinesology	100	50
Paper 2	Occupational therapy knowledge based	100	50
Paper 3	Research Methodology & Biostatistics and Educational Methodology	100	50
<b>Total Max. Marks</b>		<b>300</b>	<b>150</b>

(There shall be institutional/college level theory examination as per university notification, marks to be sent to university)

**MOT 2<sup>nd</sup> / Final Year: University Examination**

<b>S. No.</b>	<b>SUBJECT</b>	<b>Written</b>	<b>Practical</b>	<b>Viva</b>	<b>Total</b>
1	Occupational therapy practice tool	100			100
2.	Physical Diagnosis & Rehabilitation	100	100	50	250
3.	Elective-I*	100	100	50	250
4.	Elective-II**	100			100
5.	Dissertation			100	100
<b>Total Max. Marks</b>					<b>800</b>

**Elective-I\*: Subjects-**

- **M.O.T. Neurology:** Neurological Occupational Therapy
- **M.O.T. Pediatric:** Pediatric Occupational Therapy.
- **M.O.T. Mental health:** Mental Health Occupational Therapy

**Elective-II\*: Subjects-(Advanced Occupational therapy)**

- **M.O.T. Neurology:** Advanced Occupational therapeutic in Neurological Occupational therapy.
- **M.O.T. Pediatric:** Advanced Occupational therapeutic in Pediatric Occupational Therapy.
- **M.O.T. Mental health:** Advanced Occupational therapeutic in Mental Health Occupational Therapy.

N.B.-Viva marks will be added in practical marks; candidates have to get min.50% marks i.e. 75 marks in practical and viva collectively for passing the practical examination

**COURSE CONTENT & STRUCTURE****COURSE OF THE STUDY****MOT 1<sup>st</sup> Year (First 12 Months)**

S. No.	SUBJECT	Teaching Hours		
		Theory	Clinical/ Practical	Total
1.	Basic Medical Sciences &	100	75	175
	Biomechanics	50	75	125
2	Occupational therapy knowledge based	200	150	350
3	Research Methodology & Biostatistics	100		100



	Educational Methodology	50		50
4.	Clinical training		650	650
5.	Seminar, Journal Club, Teaching Skills, Case Presentation, Field Works etc		150	150
				1600

<sup>nd</sup>  
MOT 2 /Final Year (13-24 Months)

S. No.	SUBJECT	Teaching Hours		
		Theory	Clinical/ Practical	Total
1	Occupational therapy practice tool	175	50	225
2	Physical Diagnosis	175	175	350
	Rehabilitation	100	100	200
3	Elective-I*	150	100	250
4.	Elective-II**	150	100	250
5.	Dissertation		150	150
6.	Clinical training		650	650
7.	Seminar, Journal Club, Teaching Skills, Case Presentation, Field Works etc		150	150
				2225

N B. – (1) Dissertation synopsis have to submit to Registrar, after approval from the institutional ethical committee within 4 months of joining the course.

(2) Examination will be at end of one academic year, there will be institutional examination, which has to qualify by the student to get eligible for MOT 2nd /final year curriculum

The pattern of University theory examination will be as per Regulatory body norms.

**Elective-I\*: Subjects-**

- **M.O.T. Neurology:** Neurological Occupational Therapy.
- **M.O.T. Pediatric:** Pediatric Occupational Therapy.
- **M.O.T. Mental health:** Mental Health Occupational Therapy.

**Elective-II\*\*: Subjects-(Advanced Occupational therapy)**

- **M.O.T. Neurology:** Advanced Occupational therapeutic in Neurological Occupational therapy.
- **M.O.T. Pediatric:** Advanced Occupational therapeutic in Pediatric Occupational Therapy.
- **M.O.T. Mental health:** Advanced Occupational therapeutic in Mental Health Occupational Therapy.

**18. Passing Marks of Examination:**

- 18.1 The passing marks of examination would be 50% for each subject and also in total marks obtained. The candidate has to pass in theory and practical examination separately.
- 18.2 The candidate has to pass separately in each subject in internal assessment examination (with 50% marks) in order to be eligible to appear in university examinations.
- 18.3 The grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks".
- 18.4 Regarding Grace Marks it was decided that total weightage of grace marks would be 5 (five), and that grace marks can be split between the subjects. There will not be any grace marks for the Practical/viva examination
- 18.5 Grace marks will not be added to total marks of the candidate.

19. **Supplementary Exam:** A candidate will have to reappear in the whole examination including theory & Practical during the supplementary examination. Supplementary examination can be conducted after 6 months of the main examination
20. After completion of two academic years of studies he shall not have any privileges of a

regular student.

**21. DECLARATION OF CLASS:**

**A Successful candidate-**

- 21.1 Who secure 75% and above in the aggregate marks shall be declared to have secured 'FIRST CLASS WITH DISTINCTION' Provided he/she passes the whole examination in the FIRST ATTEMPT.
- 21.2 Who secure above 60% & Less than 75% in the aggregate marks shall be declared to have passed the examinations in the 'FIRST CLASS', Provided he/she passes the whole examination in the FIRST ATTEMPT.
- 21.3 Who secure above 50% & Less than 60% in the aggregate marks shall be declared to have passed the examinations in the 'SECOND CLASS', Provided he/she passes the whole examination in the FIRST ATTEMPT
- 21.4 All other successful candidate who passed the examination in more than first/one attempt shall be declared to have PASS class; irrespective of percentage of marks secured

**22. A successful candidate of the M.O.T. Part-I and Part- II examination shall be awarded degree in following nomenclature:**

- 22.1 M.O.T. In Pediatric Occupational therapy.
- 22.2 M.O.T. In Neurological Occupational therapy.
- 22.3 M O.T. In Mental Health Occupational therapy.

**PATTERN OF MODEL QUESTION PAPER FOR MOT EXAMINATION**

The pattern of University theory examination will be as under for 100 Max. Marks.

Duration : 3:00 hrs

No. & Type of Question	Marks for each question	Total Max Marks
10 Very Short Answer Questions (Answer to be given in 50-60 words)	02	20
5 Short Answer Questions (Answer to be given in 250-300 words)	10	50
2 Essay Type Questions (Answer to be given in 450-500 words)	15	30
		100

➤ **MOT Practical / Clinical :**

**150 Marks**

- Practical-I + Viva-voce = 1x100= 100 Marks
- Practical-II + Viva Voce = 1x100= 100 Marks
- [Marks Entry: Practical/Clinical = 100 Marks

Viva Voce = 50 Marks

Viva Voce = 50 Marks

Viva-voce = 50 Marks]

*Note: All cases for clinical examination should be on patients & not on model*

➤ **PARTICULARS OF PRACTICAL AND VIVA-VOCE**

Clinical Examination will be aimed at examination of clinical skills and competence of the candidates for undertaking independent work as a specialist

PRACTICAL / VIVA-VOCE	DESCRIPTION	MARKS ALLOTTED
Practical I	Long case from Speciality area to assess investigative, diagnostic skills and patient management skills	100
Viva-voce	5 Spotters and viva from the speciality area	50
Practical II	Major Elective long case aimed at examining clinical skills and competency of the candidate for undertaking independent work	100
Viva-voce	Viva on dissertation/ Speciality.	50

➤ **PARTICULARS OF VIVA VOCE**

Viva- Voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence & oral communication skills and spotters. Special emphasis shall be given to dissertation work during the MOT examination. The marks of Viva-Voce examination shall be included in the clinical examination to calculate the percentage and declaration of results.

➤ **EXAMINERS**

**Practical – I** - There shall be 2 examiners. One of them shall be external outside the zone from the same speciality and the other shall be internal from the same speciality from the same college.

**Practical – II** - There shall be 2 examiners. One of them shall be external outside the University from the same speciality and the other will be guide assigned to the student from the same college.

➤ **CRITERIA FOR DECLARING PASS IN THE UNIVERSITY EXAMINATION**

Candidate has to secure minimum 50% marks in both theory and Practical Separately.

➤ **DECLARATION OF CLASS**

**First Class distinction** – 75% & above in aggregate provided that the candidate passes the examination in 1<sup>st</sup> attempt.

**First Class** – 60% & above in aggregate provided that the candidate pass the examination in 1<sup>st</sup> attempt.

**Pass** – 50% of maximum marks in theory aggregate and 50% of maximum marks in clinical and Viva-Voce aggregate.

➤ **GENERAL.**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 43****TWO YEAR PAPAMEDICAL DIPLOMA COURSE****1. AIMS:**

To provide skill oriented training to the students and thus to provide skilled technicians who will be able to work in various Paramedical sectors

**2. OBJECTIVES:**

- 2.1 To impart adequate theoretical and practical knowledge required for the paramedical technician.
- 2.2 To enable the student to perform various routine paramedical techniques and practices.
- 2.3 This ordinance shall be applicable for two years paramedical Diploma Courses.
- 2.4 The first Paramedical Diploma of Two years course, Hereinafter called 2 Year Diploma Courses, shall be designed as Diploma in Paramedical, in respective Branch
- 2.5 The ordinance shall be applicable:
  - 2.5.1 Diploma in O.T. Technology
  - 2.5.2 Diploma in Dialysis Technician.
  - 2.5.3 Diploma in X-Ray Radiographers
  - 2.5.4 Diploma in Medical Laboratory (DMLT).
  - 2.5.5 Diploma in Paramedical Ophthalmic Assistant.
  - 2.5.6 Diploma in perfusionist Cardiac Surgery Technician.
  - 2.5.7 Diploma in Cath -Lab Technician
  - 2.5.8 Diploma in Optometric —Refraction
  - 2.5.9 Diploma Anesthesia Technician.
  - 2.5.10 Diploma in Sanitary Inspector
  - 2.5.11 Diploma in Blood Transfusion
  - 2.5.12 Diploma in clinical Biochemistry.
  - 2.5.13 Diploma in Microbiology.

**3. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

- 3.1 Minimum qualification for admission to the paramedical Certificate course shall be the Qualifying Higher Secondary School Certificate Examination (10+2) with Science Physics, Chemistry and Biology from M.P. Board of Secondary Education or 12<sup>th</sup> standard 2 years P U C (Pre University Courses) or equivalent examination from a recognized Board/University.
- 3.2 For SC/ST/Other Category Candidate, The seat will be reserved as per provision of M.P. Govt. Norms as amended time to time. Other norms laid down by State Council of Paramedical course shall also be followed.
- 3.3 The Candidate should have completed minimum of 17 years of age on / before 31<sup>st</sup> December of the concerned academic session.
- 3.4 Selection Criteria: The admission in Paramedical Diploma program First Year shall be based on the merit of the qualifying examination.

OR

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate, for physical fitness.

**4. NUMBER OF SEATS:**

Number of seats will be as per course approval by competent Authority.

**5. FEE STRUCTURE:**

The Fees for each course shall be decided by Board of Management of University as approved by regulatory commission / competent authority.

**6. CURRICULUM AND SYLLABUS:**

The curriculum and syllabus will be framed by concerned Board of studies which duly approved by academic counsel in accordance with the guidelines issued by concerning council.

**7. COMMENCEMENT OF COURSES:**

- 7.1 The course shall be commencing from the month of August/ September of every academic year.
- 7.2 The subjects to be studied in the academic year of the Paramedical Diploma programs shall be as per the scheme, approved by Academic Council of the University.

**8. EXAMINATION:**

- 8.1 The medium of Instruction shall be English throughout the course.
- 8.2 **University Examination; Theory & Practical:**
- 8.2.1 There shall be University examination, at the end of the academic year.
- 8.2.2 The Main Examination shall be held on yearly basis for all the two years respectively.
- 8.2.3 There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (examination) in October/ November. The succeeding examination shall be held within 6 months.
- 8.2.4 University examination shall consist of Theory in all the subjects. There shall be Practical examinations for practical subjects.
- 8.2.5 Theory and Practical examination shall be considered as separate heads/ subjects for passing
- 8.2.6 Scheme of the Examinations shall be as per the scheme, approved by Academic Council of the University
- 8.3 **Written Examination**
- 8.3.1 Written Examination shall be of 3 Hours
- 8.3.2 Each theory paper shall carry marks
- 8.4 **Appointment of Examiners/ Question Paper Setters:** The appointment of examiner for the University Examination shall be as per ordinance of the University
- 8.5 **Criteria for Passing:**
- 8.5.1 A candidate shall have to obtain separately 50% marks in written exam plus internal assessment plus viva voce and 50% marks in practical exam



of final examinations in order to declare pass.

8.5.2 A candidate failing either in Theory or Practical part shall be declared as failed in the subject and such candidate/ candidates shall appear for the subject in next examination

8.5.3 A candidate had to clear all the subjects of first year to be eligible to appear in the final year examination, university examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### **8.6 Internal Examination:**

8.6.1 Two Internal assessment Examinations (Theory and Practical) shall be conducted in each year as applicable for the subject.

8.6.2 The Internal assessment examinations shall be conducted for Theory subjects. 40% of Internal assessment marks shall be allotted from best of two internal examinations 40% shall be on the basis of Day to Day Assessment based on

Attendance, Seminars, Assignments, Symposiums, Clinical Postings, Ethical Practices/ Skills. Remaining 20% weightage shall be for extracurricular activities & conduct of student at academic & clinical environment

8.6.3 Best marks out of two internal examinations shall be considered for inclusion in the University examination.

8.6.4 The Internal assessment marks shall be computed to determine the passing criteria in the University examination; the marks shall be added to the written exam.

#### **8.7 Division and Merit List:**

8.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual university examination

There shall be Divisions as follows:

Distinction 75% and above of grand total marks in First attempt First

Division >60% and <75% of grand total marks in First attempt Second Division >50% and <60% of grand total marks in First attempt.

Distinction in individual subject. >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

8.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the Aggregate marks of all academic years in

**9. GRACE MARKS:**

The Grace marks shall be allowed according to the general ordinance relating to "Award of Grace Marks"

**10. ATTENDANCE:**

10.1 Candidates appearing as regular student for any annual examination are required to attend a minimum of 75% of the total Theory and the practical classes held separately in each subject of the course of the study or as per University Policy.

10.2 The total lectures and practical shall be conducted as per the scheme and the syllabus

**11. CANCELLATION OF ADMISSION:**

11.1 The admission of a student at any stage of study shall be cancelled by the Vice-Chancellor based on recommendation of Head of the Institution, if He/ She is not found qualified as per Rehabilitation Council Of India, MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the university

OR

He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission

OR

He/ She is found involved in serious breach of discipline.

**12. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 44****BACHELOR OF MEDICAL LABORATORY TECHNOLOGY (BMLT)****1. AIMS AND OBJECTIVES:****1.1 AIMS:**

- 1.1.1 To provide skilled professionals who will be able to work in a variety of laboratory settings.
- 1.1.2 To provide students with an overview of various medical laboratory procedures.

**1.2 OBJECTIVES:**

- 1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.
- 1.2.2 To perform routine and special laboratory investigations.
- 1.2.3 To introduce quality control system in laboratory.

**2. COURSE STRUCTURE:**

- 2.1 The Degree in Medical Laboratory Technology of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Medical Laboratory Technology, in short BMLT.
- 2.2 Duration of the course : The Bachelor of Medical Laboratory Technology is a three year regular degree course, named below
  - 2.2.1 BMLT- I year
  - 2.2.2 BMLT- II year
  - 2.2.3 BMLT- III year
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 The Student admitted in BMLT, course shall have to complete the course within - the maximum permissible duration of 6 years, from the date of admission or as per University Policy.

**3. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 3.1 Admission to the First year-in Bachelor of Medical Laboratory Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.
- 3.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc. in substitution for Biology shall be also considered for eligibility
- 3.3 The candidate should have completed minimum of 17 years of age on or before 31<sup>st</sup> December of the concerned academic session.
- 3.4 Selection Criteria: The admission in BMLT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from SAIMS Hospital, for physical fitness.

**4. COMMENCEMENT OF COURSE:**

The course shall be commencing from the month of August of every academic year.

**5. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study

**5.1 Attendance**

- 5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and of the practical classes held separately in each subject of the course of the

study. However only Dean/ Principal / Head-Faculty of Allied Health and Paramedical Sciences are empowered to condone 10% of attendance on valid grounds or as per university Policy.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

**5.2 Sessional Examinations:**

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

**5.3 Internal Assessment:**

The internal assessment for each subject of each academic year shall carry 100 marks.

**5.4 University Examination; Theory & Practical**

**5.4.1 Written Examination**

5.4.2 There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

**5.5 Appointment of the Examiners/ Question Paper Setters.**

The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-Convener examiner for the examinations.

5.6 Criteria for Passing

In each subject/head (theory and practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the failed subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the failed subjects before appearing the next year examination.

5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination.

There shall be Divisions as follows:

- **Distinction:** 75% and above of grand total marks in First attempt.
- **First Division:** >60% and <75% of grand total marks in First attempt.
- **Second Division:** >50% and <60% of grand total marks in First attempt.
- **Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.
- All other successful candidates who pass the examinations in more than first/1<sup>st</sup> attempts shall be declared pass irrespective of percentage of marks

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**5.8 Three month Compulsory Rotatory Clinical Training**

For BMLT III year students, three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in any of Medical Laboratory attached with minimum 100 bedded hospital.

For this exercise the students may require to spend three months in rotation with at-least four following labs:

- a. Clinical Biochemistry Lab
- b. Clinical Microbiology Lab
- c. Pathology and/ or Haematology Lab
- d. Blood-Banking

**The Laboratory training should cover the following terms:**

The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students. Technician Student ratio will be 1:5.

- a. Student seeking training outside the campus must obtain a NOC from the HOD prior to the program.
- b. Minimum 50-70 hrs is mandatory for each of the above mentioned Laboratories.
- c. Student should obtain training, Completion Certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the Institute for qualifying III year University Examination.
- d. Any absenteeism misconduct, poor performance etc. may require extension of the program on the recommendation of the HOD

**6. REVALUATION / RE-TOTALING:**

Re-Totaling and Revaluation both should be allowed as per the University rules.

**7. CANCELLATION OF ADMISSION:**

7.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if

7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

7.1.2 He/She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

7.1.3 He/She is found involved in serious breach of discipline in the institution or in the University campus.

**Note:** Other rules regarding conduct of Examination/ Scheme and Syllabus may be amended/ modified as per consultation with Faculty of Allied Health and Paramedical Sciences and approved by Board of Studies.

**8. SCHEME OF COURSE / EXAMINATION:****8.1 Scheme of Teaching Schedule (for each academic year)**

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>BMLT FIRST YEAR</b>				
Biochemistry	80	120	110	310
Hematology and Clinical Pathology	90	120	110	320
Applied Histology	90	120	110	320
Microbiology	100	120	110	330
*Applied English	60	-	-	60



*First aid and Basic Nursing	60	20	-	80
<b>BMLT SECOND YEAR</b>				
Analytical Biochemistry	80	120	110	310
Hematology	90	120	110	320
Cellular Pathology	90	120	110	320
Identification of Bacteria	100	120	110	330
*Basic Computer Application	20	40	-	60
<b>BMLT THIRD YEAR</b>				
Clinical Biochemistry	80	120	110	310
Applied Hematology	80	120	110	310
Special Histology	90	120	110	320
Applied Microbiology	100	120	110	330
*Instrumentation	-	-	-	40
*Clinical Research Methodology	20	-	-	20
*Clinical Posting	-	-	300	300

\*Non Examination (Subsidiary) subjects

## 8.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

## 8.3 Scheme of Examination

Paper	Theory	Internal Assessment	*Min Theory + Internal Assessment	Practical & Viva	*Min. Practical
<b>BMLT FIRST YEAR</b>					
Biochemistry	100	100	100	100	50
Hematology and Clinical Pathology	100	100	100	100	50
Applied Histology	100	100	100	100	50
Microbiology	100	100	100	100	50
<b>BMLT SECOND YEAR</b>					
Analytical Biochemistry	100	100	100	100	50
Hematology	100	100	100	100	50
Cellular Pathology	100	100	100	100	50
Identification of Bacteria	100	100	100	100	50
<b>BMLT THIRD YEAR</b>					
Clinical Biochemistry	100	100	100	100	50
Applied Hematology	100	100	100	100	50
Special Histology	100	100	100	100	50
Applied Microbiology	100	100	100	100	50
*Instrumentation	-	50	25	-	-

\*Minimum 50% passing marks require in theory & internal assessment as well as in practical & Viva-voce. \*The marks of the Instrumentation paper will not be included in the Total Result i.e. for calculation percentage of marks obtained.

#### 9. GENERAL:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE**  
**ORDINANCE NO. 45**  
**BACHELOR IN X-RAY RADIOGRAPHER TECHNOLOGY (BXRT)**  
**3 YEAR DEGREE COURSE**

**1. AIMS AND OBJECTIVES**

**1.1 AIMS**

- 1.1.1 To provide skilled professionals who will be able to work in a variety of Radiography Technology.
- 1.1.2 To provide students with an overview of various medical X-Ray and Radiotherapy Procedures.

**1.2 OBJECTIVES**

- 1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Radiography Technology.
- 1.2.2 To perform routine and special Radiography Techniques.
- 1.2.3 To introduce quality control system in Radiography.

**2. COURSE STRUCTURE**

- 2.1 The Bachelor Degree in X-Ray Radiographer Technology (BXRT) of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of X-Ray Radiographer Technology, in short BXRT.
- 2.2 Duration of the course : The Bachelor of X-Ray Radiographer Technology is a three year regular degree course, named below
  - 2.2.1 BXRT- I year
  - 2.2.2 BXRT - II year
  - 2.2.3 BXRT - III year
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 The Student admitted in BXRT. course shall have to complete the course within - the maximum permissible duration of 6 years, from the date of admission or as per University Policy

**3. ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION:**

- 3.1 Admission to the First year-in Bachelor in X-Ray Radiographer Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.
- 3.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc. in substitution for Biology shall be also considered for eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the concerned academic year.
- 3.4 Selection Criteria: The admission in BXRT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from SAIMS Hospital, for physical fitness.

**4. COMMENCEMENT OF COURSE:**

The course shall be commencing from the month of August of every academic year.

**5. REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT:**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year)

The medium of Instruction and Examination shall be English throughout the course of the study.

**5.1 Attendance**

- 5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lectures delivered and of the practical classes held separately in each subject of the course of the

study. However only Dean/ Principal / Head-Faculty of Allied Health and Paramedical Sciences are empowered to condone 10% of attendance on valid grounds or as per University Policy

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus.

## 5.2 Sessional Examinations

Three Sessional Examinations shall be conducted for each subject, separately for theory and practical

## 5.3 Internal Assessment

The internal assessment for each subject of each academic year shall carry 100 marks.

## 5.4 University Examination; Theory & Practical

### 5.4.1 Written Examination

5.4.2 There shall be 2 University Examination in a year. Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

## 5.5 Appointment of the Examiners/ Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

5.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal Cum-Convener examiner for the examinations.

**5.6 Criteria for Passing**

In each subject/head (theory and practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the failed subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the failed subjects before appearing in the next year examination.

**5.7 Division and Merit List**

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination.

There shall be Divisions as follows.

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided candidates to passing in the First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all

academic years in University examination. The merit list shall include the first five candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**5 8 Three month Compulsory Rotatory X-Ray Radiography Training**

For BXRT III year students, three months Compulsory Rotatory Radiography Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in any of Radiography center.

For this exercise the students may require to spend three months in rotation with at-least four following labs.

- e X-Ray Lab
- f Radiotherapy Lab
- g. C.T. Imaging Lab
- h. M.R.I. Imaging Lab

**The Laboratory training should cover the following terms:**

The recognized laboratory shall require experts with BXRT qualification, for the guidance of the students Student: Technician ratio will be 5:1.

- e. Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- f. Minimum 50-70 hrs is mandatory for each of the above mentioned Laboratories
- g. Student should obtain Training, Completion Certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the Institute for qualifying III year University Examination.
- h. Any absenteeism misconduct, poor performance etc. may require extension of the program on the recommendation of the HOD.

**6. GRACE:**

The Grace marks shall be allowed according to the University Policy.

**7. REVALUATION / RE-TOTALING:**

Re-Totaling and Revaluation both should be allowed as per the University rules.

**8. CANCELLATION OF ADMISSION:**

8.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

8.1.1 He/ She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

8.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

8.1.3 He/ She is found involved in serious breach of discipline in the institution or in the University campus.

**Note:** Other rules regarding conduct of Examination/ Scheme and Syllabus may be amended/ modified as per consultation with Faculty of Allied Health and Paramedical Sciences and approved by Board of Studies.

**9. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.



**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 46****BACHELOR IN PROSTHETICS AND ORTHOTICS (BPO)****1. OBJECTIVES:**

At the end of the BPO Course, the learner shall be able:

- 1.1 To assess, prescribe and provide comprehensive prosthetic and orthotic management to the individual and the community appropriate to his/her position as a member of the health care team.
- 1.2 Be competent to take preventive, supportive, corrective and rehabilitative steps in respect to the commonly encountered problems related to prosthetics and orthotics.
- 1.3 To carry out Evidence Based Practice in prosthetics and orthotics.
- 1.4 Appreciate the psycho-social, cultural, economic, and environmental factors affecting health, and develop humane attitude towards the patients/relatives, in discharging one's professional responsibilities
- 1.5 Be familiar with the various National policies and acts related to empowerment of Persons with Disabilities
- 1.6 Acquire basic management & administrative skills in the areas of materials, financial and human resources related to prosthetics and orthotics
- 1.7 Develop the communication skills to establish effective communication with the stake holders
- 1.8 Practice prosthetics & orthotics ethics in patient care, service delivery, and research.
- 1.9 Develop attitude for self-learning and acquire necessary skills including the use of appropriate technologies

**2. NOMENCLATURE:**

BACHELOR IN PROSTHETICS & ORTHOTICS (B.P O.)

**3. PROGRAMME STRUCTURE:****FIRST YEAR**

Course Code	Title	Theory Hrs	Practical Hrs	Total Hrs	Marks Theory	Marks Practical	Total Marks	Credit Points
BPO101	Anatomy	120	40	160	100	--	100	
BPO102	Physiology	90	30	120	100	--	100	
BPO103	Workshop Technology & Material Science	80	20	100	100	--	100	
BPO104	Applied Mechanics & Strength of Materials	80	20	100	100	---	100	
BPO105	Biomechanics I	60		60	100	--	100	
BPO106	Basic Electronics	60	-	60	100		100	
BPO107 / 151	*Prosthetic Science -I	80	230	310	100	100	200	
BPO108 / 152	*Orthotic Science -I	80	230	310	100	100	200	
	Total	650	570	1220	800	200	1000	

**SECOND YEAR**

Course Code	Subjects	Theory Hrs	Practical Hrs	Total Hrs	Marks Theory	Marks Practical	Total Marks	Credit Points
BPO201	Pathology	80		80	100	--	100	
BPO202	Orthopaedics, Amputation Surgery & Imaging Science	80	20	100	100	--	100	
BPO203	Community Rehabilitation & Disability Prevention	60		60	100		100	
BPO204	Biomechanics II	70	30	100	100		100	

BPO 205	Psychology & Sociology	60		60	100		100	
BPO206 / 251	*Prosthetic Science-II	80	300	380	100	100	200	
BPO207 / 252	*Orthotic Science-II	80	300	380	100	100	200	
BPO 208	Pharmacology	60		60	100		100	
	Total	570	650	1220	800	200	1000	

## THIRD YEAR

Course Code	Subjects	Theory Hrs	Practical Hrs	Total Hrs	Marks Theory	Marks Practical	Total Marks	Credit Points
BPO301/ 353	Computer Science & graphical communication	80	120	200	100	100	200	
BPO302	Bio-Mechanics- III	80		80	100	--	100	
BPO303	Assistive Technology	80		80	100	-	100	
BPO304	Research Methodology & Bio Statistics	60	---	60	100	---	100	
BPO305/ 351	*Prosthetic Science-III	80	320	400	100	100	200	
BPO306/ 352	*Orthotic Science-III	80	320	400	100	100	200	
	Total	460	760	1220	600	300	900	

**FOURTH YEAR**

Course Code	Subjects	Theory Hrs	Practical Hrs	Total Hrs	Marks Theory	Marks Practical	Total Marks	Credit Points
BPO401 / 451	*Prosthetics Science-IV	60	160	220	100	100	200	
BPO402 / 452	*Orthotic Science-IV	80	160	240	100	100	200	
BPO403	Management & Administration	80	--	80	100	--	100	
BPO453	*Prosthetics Clinical Practice	--	250	250	-	200	200	
BPO454	*Orthotics Clinical Practice	---	250	250	-	200	200	
BPO455	Project Work**	--	180	180	---	100	100	
	Total	220	1000	1220	300	700	1000	

\*\*Joint projects may also be undertaken.

**Note:- \*All theory & Practical examinations in the discipline of Prosthetics and Orthotics shall be conducted only by the regular appointed Prosthetic and Orthotic Faculty / Teachers from a teaching institution.**

**4. ADEQUACY OF THE SYLLABUS:**

The syllabus prescribed for the B.P.O. is on the basis of minimum requirements and therefore, Institutes implementing the B.P.O programme can exercise flexibility in opting the number of papers without compromising on the adequacy and validity of the contents prescribed by the RCI

**5. DURATION OF THE PROGRAMME:**

The duration of the programme is of four and half academic years (inclusive of 6 months

of internship), which can be completed in a maximum of 6 years from the date of admission to the programme or as per University Policy

**6. WORKING DAYS & ATTENDANCE:**

The programme will be conducted for at least 200 working days each year exclusive of the period of examination and admission. The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student clinician is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.

No student will be allowed to appear in the examination unless she/he has attended at least 75% of total number of classes in theory and 80 % in practical or as per University Policy

100% attendance in internship is compulsory.

**7. ELIGIBILITY FOR ADMISSION:**

7.1 Candidate who has passed 10+2 in science or equivalent with physics, chemistry biology/ mathematics, and English with minimum aggregate 50% marks in PCBE/PCME will be eligible for admission to this course. Relaxation and reservation for SC/ST/OBC/PwD and other categories shall be as per the rules/instructions of the Central Govt /State Govt whichever is applicable.

7.2 Lateral Entry for Diploma in Prosthetics and Orthotics (D P O.)holders

- ✓ Candidates who have passed D.P O. from a RCI recognized institute shall be eligible for admission directly in 3rd year i.e., 5th Semester of B.P.O. Programme.
- ✓ Admissions will be on the availability of the seats within sanctioned seats by the Council.
- ✓ In-service candidates may be permitted to undergo internship at their parent organization.
- ✓ Admission process as per University norms.
- ✓ All reservations in admission will apply as per Govt rules for aided and Govt. institutions The infrastructure will have to be enhanced as per the seats

getting increased under reservation policy.

**8. PROGRAMME PATTERN:**

The programme has been developed on Annual basis

**9. EXAMINATIONS:**

As per the respective University norms Minimum passing marks for every subject will be 50% both in theory and practical. Each candidate will be given maximum n+ 2 attempts to clear the examination whether annual or semester.

**10. NATURE OF EVALUATION:**

Internal assessment for theory Courses will not exceed 20% and 25% in the practicum wherever applicable or as per respective University norms Internal Assessment should be calculated by conducting minimum two class tests, two assignments, examination/practical examination and any other activities implemented by the parent organizations/university Marks of Internal Assessment should be informed to the Students prior to commencement of university examinations.

**11. TRANSITORY REGULATIONS:**

Whenever a course or scheme of instruction is changed in a particular year, two more examinations immediately following thereafter shall be conducted according to the old syllabus / regulations Candidates not appearing at the examinations or failing in them shall take the examinations subsequently according to the changed syllabus / regulations/as per University norms.

**12. AWARD OF DEGREE:**

After successful completion of all examinations and internship candidate will be awarded with the degree of Bachelor in Prosthetics and Orthotics (B.P.O.). The said degree will be classified in accordance with the affiliating University norms.

**13. CLINICAL PRACTICUM:**

The student should be able to meet the following learning objectives:

- ✓ Assess the medical condition of a patient related to their orthotic or prosthetic management using appropriate investigative techniques which include patient history taking and clinical testing
- ✓ Formulate an optimal prosthetic and orthotic solution using information from the patient assessment, other members of the health care team, medical charts, etc.
- ✓ Communicate and discuss patient goals and expectations and discuss and debate the prosthetic management with the patient, co-workers and other members of the health care team
- ✓ Reliably measure and capture a positive cast or image of patient / clients' appendage while correctly positioning the body part and if appropriate apply the necessary corrective force system.
- ✓ Identify, prescribe and justify selection of appropriate materials and componentry in the fabrication of the prostheses or orthoses.
- ✓ Construct the prostheses or orthoses using appropriate fabrication techniques in preparation for the initial fitting.
- ✓ Fit the prostheses or orthoses to the patient using static and dynamic functional criteria established from the original assessment.
- ✓ Evaluate the quality of the prostheses or orthoses fit to ensure the appropriate interface contouring, force application and trim lines.
- ✓ Identify problems related to device fit and/or alignment and be able to suggest and implement appropriate correction.
- ✓ Assess and solve prosthetic or orthotic problems as part of short and long term patient care.
- ✓ Maintain accurate records of patient treatment and follow up as well as confidentiality of such information
- ✓ Communicate effectively with patient, co-workers, and other health care professionals in such a manner that will ensure the highest quality of service and reflect a professional attitude on the part of the student.
- ✓ Educate the patient /client and/or caregiver on use, care and function of the prostheses or orthoses.
- ✓ Understand the methodology of problem identification, problem solving in a

process that includes all stake holders, with the patient at the centre.

#### 14. INTERNSHIP

14.1 Internship is compulsory.

14.2 Duration: 6 months

14.3 Eligibility: Internship will start immediately after the declaration of result of final year/ semester & candidate is declared pass in all four years / eight semesters

14.4 Structure and duration of the postings

14.4.1 The place of postings of the students for internship will be decided by the respective institute conducting the course.

14.4.2 Students should spend minimum of 50% period of internship at parent institute and upto 50% period outside the parent institute like hospital set ups, educational set ups, special clinical facilities. Exposure should be for those areas where limited exposure was provided in the parent institute.

14.5 Mode of supervision during internship. Supervision should be provided by a Qualified Prosthetics and Orthotics Professional

14.6 Maintenance of records by students: Every student should maintain records of the number of hours of clinical work in different areas and institutions. This should be certified by the head of the department/organisation/ institution or his/her nominee where the student is undergoing internship.

14.7 Extension of internship: Internship shall be extended by the number of days the student remains absent.

14.8 Stipend: As per the norms of the parent Institute.

14.9 Grading and evaluation of student: Grading and evaluation should be done by the institute where the candidate is doing internship. The student will be required to repeat those postings in which his/her performance is found unsatisfactory

14.10 Certification: The parent institute/affiliating University will award a certificate after successful completion of the internship.



14.11 The University shall award the degree certificate only after the successful completion of the internship

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**Note:** All rules and regulations pertaining to this course may be modify/change/update as per the current guideline of Rehabilitation Council of India, New Delhi.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE No. 47****MASTER IN PROSTHETICS AND ORTHOTICS (M.P.O.)****1. OBJECTIVES:**

**1.1 Patient Care :** At the end of the MPO Course, the candidates shall be able to

1.1.1 Assess, prescribe and provide comprehensive prosthetic and orthotic management to the individual and the community appropriate to his/her position as a member of the health care team.

1.1.2 Be competent to take preventive, supportive, corrective and rehabilitative steps in respect to the commonly encountered problems related to prosthetics and orthotics

1.1.3 To carry out Evidence Based Practice in prosthetics and orthotics

1.1.4 Appreciate the psycho-social, cultural, economic, and environmental factors affecting health, and develop humane attitude towards the patients/relatives, in discharging one's professional responsibilities

1.1.5 Be familiar with the various National policies and Acts related to Persons with Disabilities

1.1.6 Acquire basic management & administrative skills in the areas of materials, financial and human resources related to prosthetics and orthotics

1.1.7 Develop the communication skills to establish effective communication with the stake holders

1.1.8 Practice prosthetics & orthotics ethics in patient care, service delivery, and research

1.1.9 Develop attitude for self-learning and acquire necessary skills including the use of appropriate technologies.

**1.2 Research:** The candidate should be able to

1.2.1 Recognize a research problem.

- 1.2.2 State the objectives in terms of what is expected to be achieved in the end.
- 1.2.3 Plan a rational approach with full awareness of the statistical validity.
- 1.2.4 Spell out the methodology and carry out most of the technical procedures required for the study
- 1.2.5 Accurately and objectively record on systematic lines the results and observations made.
- 1.2.6 Analyze the data using appropriate statistical approach.
- 1.2.7 Interpret the observations in the light of existing knowledge and highlight in what ways the study has advanced existing knowledge on the subject and what remains to be done.
- 1.2.8 Draw conclusions which should be reached by logical deduction and he / she should be able to assess evidence both as to its reliability and its relevance
- 1.2.9 Write a thesis in accordance with the prescribed instructions.
- 1.2.10 Be familiar with the ethical aspects of research.
- 1.3 **Teaching:** He/ she should be able to plan educational programs in Prosthetics and Orthotics in association with his senior colleagues and be familiar with the modern methods of teaching and evaluation  
The candidate should be able to:-
  - 1.3.1 Deliver lectures to undergraduates and hold clinical demonstrations for them.
  - 1.3.2 Write and discuss a seminar or a symposium and critically discuss it with his colleagues and juniors.
  - 1.3.3 Methodically summarize internationally published articles according to prescribed instructions and critically evaluate and discuss each selected article.
  - 1.3.4 Present cases at clinical conference, discuss them with his colleagues and guide his juniors in groups in evaluation and discussion of these cases

**2. NOMENCLATURE:**

Master of Prosthetics & orthotics (MPO)

**3. ADMISSION CRITERIA:**

BPO/ B.Sc. (P&O) degree or equivalent from any recognized University in India with minimum 50% marks.

**4. MEDIUM OF INSTRUCTION:**

The medium of examination shall be English.

**5. DURATION OF THE COURSE:**

Two academic years.

**6. COURSE WORK:**

Student to pursue the course as given in the enclosed course curriculum

**7. AWARD OF DEGREE:**

The respective University on successful completion of the requirements will award the degree.

**8. CRITERIA OF PASSING:**

As per Sri Aurobindo University rules.

**9. ATTENDANCE:**

Each year shall be taken as a unit for purpose of calculating attendance and a student shall be considered to have put in required attendance for the year, if he/she has attended not less than 80% of the number of working periods (lectures, seminars) and 90% of clinics during each year. Failure to put in / meet the required attendance by any student render him / her disqualified to appear in the university examination. The candidate who will not be able to take the examination for want of attendance will be declared as Failed and will have to

repeat the exam subsequently by putting in required attendance. Shortage of attendance can be condoned in genuine cases of absenteeism as per University Policy.

**10. APPEARANCE FOR THE EXAMINATION:**

A candidate shall apply for all papers of a year when he/she appears for the examination of that year for the first time.

**11. SCHEME OF EXAMINATION:**

As per Sri Aurobindo University rules.

**12. DISSERTATION:**

In the first year the students have to prepare the Research proposal (Synopsis) and present the same in the Seminar/Ethics committee for approval at the end of the first year.

In the 2<sup>nd</sup> year, student will work on a selected topic of dissertation prepared under supervision and guidance of recognized faculty and will submit the same at the end of the year. This shall be assessed by one internal and one external examiners for 100 marks in which event the average of marks assigned by both the examiner shall be awarded to the candidate or it shall be assessed as accepted or as rejected with no marks carried there of as per concerned University norms. In the event of discrepancy between internal & external examiners the dissertation will be referred to a third examiner and his / her verdict on the same will be taken as final. The candidates shall submit four copies of dissertation before the commencement of the theory examination of that year. Candidates who fail to submit their dissertation on or before the stipulated date shall not be permitted to appear for the final year examination

**13. SCHEME OF INSTRUCTION:**

13.1 There shall be a University examination at the end of each year. The duration of the theory exam is 3 hours

- 13.2 Every theory question paper shall ordinarily consist of five questions with one question for each unit, subject to the concerned universities regulation.
- 13.3 In case of theory papers the continuous evaluation (IA) will be for 20 marks. This covers a maximum of 5 marks for attendance & 15 marks for tests, seminars, assignments etc or as per University norms.
- 13.4 For clinical practicum, continuous evaluation (IA) will be based on performance of the candidate during the year Examination for clinical practicum will be held along with theory papers by the university.
- 13.5 The concerned department shall notify in the first week of each year, scheme of continuous evaluation (IA) for theory & practical or as per University norms.
- 13.6 At least one week prior to the last working day, continuous evaluation (IA) marks secured by the candidates shall be displayed on the notice board.
- 13.7 In case of repeat test/seminar to candidates who absented themselves, matter may be dealt as per University norms.
- 13.8 The statement of continuous evaluation (IA) shall be sent to the Registrar (Evaluation) for both theory and clinical practicum at least one week prior to the commencement of the particular year examination.

**14. PRACTICAL'S:**

At the end of 1<sup>st</sup> and 2<sup>nd</sup> years internal viva voice exam will be carried out for award of internal assessment for clinical work performed throughout the year.

**15. BOARD OF EXAMINERS, VALUATION:**

- 15.1 There shall be a Board of Examiners for scrutinizing and approving the question papers and scheme of valuation or as per University rules
- 15.2 The examiners for scrutinizing and approving the question papers and scheme of valuation shall be from outside the institution/university or as per University rules

15.3 Double valuation for the theory; dissertation and the average of the marks awarded by the internal and external examiners shall be taken as the final award or as per University rules.

15.4 In case of 20% or more deviation in the marks awarded by the internal and the external valuer, the scripts shall be referred to the third valuer and his evaluation will be final or as per University rules.

15.5 Grace marks to the candidate will be awarded based on University Policy.

**16. CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

As per rules of the respective universities. Announcement of result, classes and ranks for the course as a whole will be as per the concerned university regulations.

**17. PROVISION FOR REPEATERS:**

The provision will be as per the concerned university regulations.

**18. MISCELLANEOUS:**

Any other issue not envisaged above shall be resolved by RCI / the Vice Chancellor in consultation with the appropriate body of the University which shall be final and binding.

**19. CLINICAL PRACTICUM-** The student should be able to meet the following learning objectives.

19.1 Assess the medical condition of a patient related to their orthotic or prosthetic management using appropriate investigative techniques which include patient history taking and clinical testing

19.2 Formulate an optimal prosthetic and orthotic solution using information from the patient assessment, other members of the health care team, medical charts, etc

19.3 Communicate and discuss patient goals and expectations and discuss and debate the prosthetic management with the patient, co-workers and other members of the health care team.

- 19.4 Reliably measure and capture a positive cast or image of patient / clients' appendage while correctly positioning the body part and if appropriate apply the necessary corrective force system.
- 19.5 Identify, prescribe and justify selection of appropriate materials and componentry in the fabrication of the prostheses or orthoses.
- 19.6 Construct the prostheses or orthoses using appropriate fabrication techniques in preparation for the initial fitting.
- 19.7 Fit the prostheses or orthoses to the patient using static and dynamic functional criteria established from the original assessment.
- 19.8 Evaluate the quality of the prostheses or orthoses fit to ensure the appropriate interface contouring, force application and trimlines.
- 19.9 Identify problems related to device fit and/or alignment and be able to suggest and implement appropriate correction.
- 19.10 Assess and solve prosthetic or orthotic problems as part of long term patient care.
- 19.11 Maintain accurate records of patient treatment and follow up as well as confidentiality of such information.
- 19.12 Communicate effectively with patient, co-workers, and other health care professionals in such a manner that will ensure the highest quality of service and reflect a professional attitude on the part of the student.
- 19.13 Educate the patient /client and/or caregiver on use, care and function of the prostheses or orthoses,
- 19.14 Understand the methodology of problem identification, problem solving in a process that includes all stake holders, with the patient at the centre.



**MPO-1<sup>st</sup> Year**

<b>COURSE CODE</b>	<b>TITLE</b>	<b>THEOR Y HRS</b>	<b>PRACTICA L</b>	<b>TOTA L HRS</b>	<b>MARKS THEOR Y</b>	<b>MARKS PRACTICA L</b>	<b>TOTAL MARKS</b>	<b>CREDIT POINTS</b>
<b>MPO10 1</b>	Advance Lower & Clinical Gait Analysis	60	350	410	100	100	200	
<b>MPO10 2</b>	Advanced Lower Extremity Prosthetics & Biostatistics	60	350	410	100	100	200	
<b>MPO10 3</b>	Research Methodolo gy & Biostatistics	60	---	60	100	---	100	
<b>MPO10 4</b>	Mechatroni cs	60	---	60	100	---	100	
<b>MPO10 5</b>	Applied Biomechani cs & Kinesiology	60						
	Dissertatio n		220	220	---	---	---	
	<b>Total</b>	<b>300</b>	<b>920</b>	<b>1220</b>	<b>500</b>	<b>200</b>	<b>700</b>	

Note 1 Minimum Two Seminar Presentation, Two Journal Club, and Five Case Study presentation per candidate is mandatory.

2 There will no examination for dissertation in first year. The candidate will make

research proposal as per the guidance of supervisor and get it approved by Research Review and Ethical Committee

**MPO-2<sup>nd</sup> Year**

COURS E CODE	TITLE	THEO TY HRS	PRACTIC AL	TOTA L HRS	MARK S THEOR Y	MARKS PRACTIC AL	TOTAL MARK S	CREDIT POINTS
MPO20 1	Advanced Upper Extremity Prosthetics	600	200	260	100	100	200	
MPO20 2	Advanced Upper Extremity Orthotics	60	160	220	100	100	200	
MPO20 3	Advance Spinal Orthotics	60	200	260	100	100	200	
MPO20 4	Pedagogy in P&O Education & Administrat ion, Manageme nt & Ethical Issues	80	---	80	100	---	100	
MPO20 5	Dissertation		400	400	---	200	200	
	<b>Total</b>	260	980	1220	400	500	900	

Note: Minimum Two Seminar Presentation, Two Journal Club, and Five Case Study presentation per Candidate is mandatory

**20. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**Note:** All rules and regulations pertaining to this course may be modify/change/update as per the current guideline of Rehabilitation Council of India, New Delhi.

**SRI AUROBINDO UNIVERSITY, INDORE (M.P.)****ORDINANCE NO. 48****MASTER'S DEGREE IN MEDICAL LAB TECHNOLOGY (MMLT)****1. NOMENCLATURE:**

MASTER'S IN MEDICAL LAB TECHNOLOGY (MMLT)

- 1.1 MEDICAL HEMATOLOGY.
- 1.2 MEDICAL HISTOPATHOLGY
- 1.3 MEDICAL MICROBIOLOGY.
- 1.4 MEDICAL BIOCHEMISTRY.

**2. GOALS:**

The goals of postgraduate training in various specialties in MMLT are to train graduates who will:

- 2.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
- 2.2 Exercise empathy and a caring attitude and maintain high ethical standards.
- 2.3 Continue to evince keen interest in continuing professional development in the specialty and allied specialties irrespective of whether in teaching or practice.
- 2.4 Willing to share the knowledge and skills with any learner, junior or a colleague.
- 2.5 To develop faculty for critical analysis and evaluation of various concepts and views & to adopt most rational approach.

**3. OBJECTIVES:**

The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him/her for a career in teaching, research and specialty practice. A candidate must achieve a high degree of professional proficiency in the subject matter and develop competence in research and its methodology as related to the field concerned.

The above objectives are to be achieved by the time the candidate completes the course. The objectives may be considered as under –

- Knowledge (Cognitive domain)
- Skills (Psycho motor domain)
- Human values, ethical practice and communication abilities (affective domain)

#### **4. KNOWLEDGE:**

- 4.1 Demonstrate understanding of basic sciences relevant to specialty
- 4.2 Acquire the detailed knowledge about the fundamentals and advances of the respective specialty.
- 4.3 Update knowledge by self-study and by attending courses, conferences and seminars relevant to specialty.
- 4.4 Undertake audit, use information and carryout research both basic and professional with the aim of publishing or presenting the work at various scientific gatherings.

#### **5. SKILLS:**

Acquire adequate skills and competence in performing various tasks as required in the specialty.

**Human values, ethical practice and communication abilities:**

- 5.1 Adopt ethical principles in all aspects of the professional practice
  - 5.2 Foster professional honesty and integrity
  - 5.3 Discharge the duties irrespective of social status, caste, creed or religion of the customer/client.
  - 5.4 Develop oral and written communication skills.
  - 5.5 Provide leadership and get the best out of his or her team in a congenial working atmosphere
  - 5.6 Apply high moral and ethical standards while carrying out human or animal research
- Be humble and accept the limitations in his or her knowledge and skill and to ask for help from colleagues when needed.

**6. PROMULGATION:**

The Degree of Master's in Medical Lab Technology (MMLT) shall be conferred upon a candidate who has pursued a course of not less than two years of academic session, in a recognized teaching institute as a regular candidate and who has passed two years theory and practical examinations with regular attendance in theory, practical and clinical classes which are mandatory (As per university rules).

**7. ELIGIBILITY FOR ADMISSION:**

For admission, candidate should have passed full time regular Bachelor's in Medical Laboratory Technology (BMLT) from any recognized university with minimum 50% aggregate. In case of SC/ST/OBC students the relaxation of the eligibility percentage for the admission will be as per the Madhya Pradesh state Government rules. Admission to the course will be as per the performance of the student in the entrance examination; however the student should have minimum 50% aggregate in BMLT for appearing in the entrance exam.

**8. DURATION OF COURSE:**

The duration of the certified study for the Master's in Medical Lab Technology (MMLT) shall be full time regular course and its duration shall extend over a period of two continuous academic Years on a full time basis for the award of the degree. The student for the award of the MMLT degree shall have to qualify in all papers prescribed for the MMLT course within a period of FOUR years from the date he/she joined the course or as per University Policy

**9. MEDIUM OF INSTRUCTION:**

English will be the medium of instruction for the subjects of study and for the examination of the MMLT course

**10. ATTENDANCE REQUIREMENT FOR EXAMINATION:**

A candidate is required to attend a minimum of 80% of training and of the total classes conducted during each academic year of the MMLT course. Provided further, leave of

any kind shall not be counted as part of academic term without prejudice to minimum 80% of training period every year or as per University Policy. Any student who fails to complete the course in this manner shall not be permitted to appear the University Examinations. A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination. He / She will be required to make up the deficit in attendance to become eligible to take subsequent examination.

**11. CONDONATION OF ATTENDANCE:**

Dean/ Principal of the college are empowered to condone 10% of attendance on valid grounds.

**12. ADMISSION TO UNIVERSITY EXAMINATION OF MMLT COURSE:**

The candidate admitted in an academic year will be registered to take up their University Examination after completion of two academic years.

Subject of first year MMLT College/ Institutional examinations: Medical Hematology (Review of the introduction and basic aspects), Medical Histopathology (Review of the introduction and basic aspects); Medical Microbiology (Review of the introduction and basic aspects), Medical Biochemistry (Review of the introduction and basic aspects), Molecular Biology and Applied Genetics, Instrumentation, Biostatics, Clinical Pathology & Miscellaneous will be common subjects for all the students.

Subject in Second Year MMLT will be as per the elective specialization (Medical Hematology, Medical Histopathology, Medical Microbiology and Medical Biochemistry)

**13. COMMENCEMENT OF THE EXAMINATION:**

There shall be two university examinations Main and Supplementary examination as per university notification every academic year for MMLT For MMLT course (which is of two years duration), the University examination will be held at the end of second year only. However, at the end of first academic year, Internal examination will be conducted at the college level itself and the result has to be sent to the University as

per the scheduled notification. (These marks will be included in the Final Transcripts), and the students are eligible to appear their final year examination at Sri Aurobindo University Indore, subject to passing in first year internal examination conducted at college / institution level.

**14. TEACHING DAYS IN AN ACADEMIC CALENDAR / ADMISSIONS:**

The admissions of students into various programs should be completed by 30th November. There shall be 240 minimum teaching days in one academic year.

**15. DISSERTATION/THESIS:**

Every candidate pursuing MMLT degree course is required to carry out work on a selected research Project under the guidance of a recognized postgraduate teacher. The results of such a work shall be submitted in the form of dissertation. The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis search and review of literature getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions. Every candidate shall submit to the Registrar of university in the prescribed Performa a synopsis containing particulars of proposed dissertation work within 4 months from the date of commencement of the course on or before the dates notified by the university. The synopsis shall be sent through the proper channel. Such synopsis will be reviewed and the university will register the dissertation topic. All the synopses of Dissertation have to be approved by the Institutional Ethical Committee. No change in the dissertation topic or guide shall be made without prior approval of the university. Guide will be only a facilitator, advisor of the concept and held responsible in correctly directing the candidate in the methodology and not responsible for the outcome and results. The dissertation should be written under the following headings.

- 1 Introduction
2. Aims or objectives of study
- 3 Review of literature



4. Material and methods

5. Results

6 Discussion

7. Conclusion

8 References

9. Appendices

The written text of dissertation shall not be less than 50 pages and shall not exceed 100 pages excluding references, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27" x 11.69" and bound properly. Spiral binding should be avoided. The guide, head of the department and head of the institution shall certify the dissertation.

Four copies of dissertation thus prepared shall be submitted to the Registrar, three months before final examination on or before the dates notified by the university.

The examiners appointed by the university shall value the dissertation. Approval of dissertation work is an essential precondition for a candidate to appear in the university examination. The dissertation shall be valued by the evaluator (Examiners) apart from the guide out of which one is external outside the university. Evaluator acceptance other than the guide will be considered as a precondition for eligibility to appear in the university examination.

16. For other provision which is not covered in this curriculum & syllabus will be applicable as per the university ordinance.

**17. Passing Marks of Examination:**

- 17.1 The passing marks of examination would be 50% for each subject and also in total marks obtained. The candidate has to pass in theory and practical examination separately. For theory paper the internal assessment marks and theory examination marks will be counted.
- 17.2 The candidate should pass separately in two heads i.e in Theory and also in Practical (with 50% marks)

- 17.3 The candidate has to pass separately in each subject in internal assessment examination (with 50% marks) in order to be eligible to appear in university examinations.
- 17.4 The grace marks shall be allowed according to the University Policy.
- 17.5 Regarding Grace Marks it was decided that total weightage of grace marks would be 5 (five), and that grace marks can be split between the subjects. There will not be any grace marks for the Practical examination.
- 17.6 Grace marks will not be added to total marks of the candidate. In Supplementary examination also similar pattern of grace marks will be followed.
18. After completion of two academic years of studies he/she shall not have any privileges of a regular student.
19. Successful candidate who obtain 60% or more of the aggregate marks in Part-I and Part- II examination taken together shall be placed in the first division and those who obtain 50% or more but less than 60% shall be placed in the second division.
20. A successful candidate of the MMLT Part-I and Part- II examination shall be awarded degree in following nomenclature:
- MMLT in MEDICAL HEMATOLOGY
  - MMLT in MEDICAL HISTOPATHOLOGY
  - MMLT in MEDICAL MICROBIOLOGY
  - MMLT in MEDICAL BIOCHEMISTRY

21. **SCHEME OF EXAMINATION:**

**MMLT-I YEAR (Common for all Specializations)**

Institutional examination as per university notification

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MIN
		THEORY	INTERNAL	MAX	MINI	PRACTICAL	VIVA		
		I	II						
1.	Medical Hematology (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
2.	Medical Histopathology (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
3.	Medical Microbiology (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
4.	Medical Biochemistry (Review of the introduction and basic aspects)	70	30	100	50	60	40	100	50
5	Molecular Biology and Applied Genetics	70	30	100	50	-	-	-	-
6	Instrumentation, Biostatics, Clinical Pathology & Miscellaneous	70	30	100	50	-	-	-	-
Total Max. Marks				600				400	

N.B.- There shall be institutional/ college level examination as per university notification, marks to be sent to university .

**MMLT-II YEAR= SPECIALIZATION: MEDICAL HEMATOLOGY**

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MAX	MINI
		THEOR Y	INTERN AL	MA X	MINI	PRACTICAL	VIVA		
1.	Medical Hematology –I	70	30	100	50	60	40	100	50
2.	Medical Hematology –II	70	30	100	50				
3.	Medical Hematology –III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**SPECIALIZATION: MEDICAL HISTOPATHOLOGY**

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MA X	MIN I
		THE ORY	INTERN AL	MA X	MIN I	PRACTICA L	VIV A		
1.	Medical Histopathology-I	70	30	100	50	60	40	100	50
2.	Medical Histopathology-II	70	30	100	50				
3.	Medical Histopathology –III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**SPECIALIZATION: MEDICAL MICROBIOLOGY**

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MA X	MIN I
		THEO RY	INTER NAL	MA X	MIN I	PRACTICA L	VIV A		
1.	Medical Microbiology –I	70	30	100	50	60	40	100	50
2.	Medical Microbiology –II	70	30	100	50				
3.	Medical Microbiology –III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**SPECIALIZATION: MEDICAL BIOCHEMISTRY**

S. No.	SUBJECT	SCHEME OF MARKS				PRACTICAL		MA X	MIN I
		THEO RY	INTER NAL	MA X	MIN I	PRACTICA L	VIV A		
1	Medical Biochemistry –I	70	30	100	50	60	40	100	50
2.	Medical Biochemistry –II	70	30	100	50				
3	Medical Biochemistry –III	70	30	100	50				
4.	Project Work	-	-	-	-	100		100	50
Total Max. Marks				300		Total Max. Marks		200	

**22. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 49****BACHELOR OF BUSINESS ADMINISTRATION (BBA)****1. AIMS AND OBJECTIVES OF B.B.A. PROGRAM:**

Sri Aurobindo University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self-confidence, the B.B.A. Program has the following Aims and Objectives:-

**1.1 AIMS**

To produce, competent commerce graduates, who will be full of self-confidence, have administrative skills and business acumen, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES**

**1.2.1** To impart commerce education for creating competent professionals.

**1.2.2** To promote a yearning for creativity, entrepreneurship and research.

**1.2.3** To establish synergistic relationships with the industry and society.

**2. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the degree of Bachelor of Business Administration (BBA).

**3. DEFINITIONS:**

**3.1** Academic Program shall mean a program of courses and/or any other components leading to a Bachelor's degree in Business Administration.

**3.2** Subject or Course shall mean an academic program and/or component of the Teaching & Evaluation Scheme that has been assigned a distinctive code and that has a weightage of certain marks and specific credits assigned to it. It can be a theory course, practical, project or viva voce. It may have internal and/or external evaluation.

- 3.3 University shall mean Sri Aurobindo University, Indore, Madhya Pradesh
- 3.4 Semester System — A program wherein each academic year is apportioned into two parts known as semesters.
- 3.5 Student shall mean a person admitted and enrolled for a program in the Institute/ School of the University.
- 3.6 External Examiner shall mean an examiner who is not in the employment of the University.

**4. INTAKE & FEES:**

- 4.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. ELIGIBILITY CRITERIA FOR ADMISSION:**

Candidates possessing following qualifications shall be eligible for admission.

- 5.1 Candidate should have passed the 10 + 2 examination or any other equivalent examination conducted by State/Central Board of Secondary Education or any other State board/university with any subject.
- 5.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.
- 5.3 The last date for admission will be as notified by the University.
- 5.4 Reservation: As per guideline of M P. State Government / Statutory body of the University
- 5.5 Mode of Selection: On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.

**6. DURATION OF PROGRAM:**

- 6.1 There shall be at least fourteen weeks of teaching in every semester.

- 6.2 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 6.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 6.4 The maximum duration of the program shall be six years. However, for one mercy attempt shall be applicable or as per University Policy.

**7. MEDIUM OF INSTRUCTION:**

English shall be medium of instruction and examination/dissertation.

**8. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical in a semester shall be eligible to appear in university examination or as per University Policy.

**9. EXAMINATIONS:**

- 9.1 The subjects to be studied in different semesters of B.B.A. program shall be as per the schemes and syllabus, approved by the respective Board of Studies
- 9.2 There shall be one University examination at the end of each semester. These examinations will be designated as follows:
- 9.2.1 During first year: B.B.A. - I & II semester.
- 9.2.2 During second year: B.B.A. - III & IV semester.
- 9.2.3 During third year: B.B.A. - V & VI semester
- 9.3 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.

**10. PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the B.B.A. will be promoted to the higher class in accordance with the following rules:



- 10.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C
- 10.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there
- 10.3 A candidate who fails to score minimum of grade 'D' in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 10.4 The result of Sixth and final semester shall be declared only if the candidates have fully cleared all the previous semesters
- 10.5 If a candidate has passed all the subjects of the Program in sixth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 10.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.
- 10.6 Other than the provision of rule 10.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

#### 11. **AWARD OF CREDITS AND GRADES:**

- 11.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.
- 11.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University

- 11.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under.

➤ **Theory Block**

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%

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Total	100%
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➤ **Practical Block**

▪ Lab work and performance, quizzes, assignments and regularity -	40%
▪ End – semester examination-	60%

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Total	100%
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- 11.4 Practical training and project work shall be treated as practical subjects.
- 11.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block.
- 11.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under :

## Credit Based Grading System

Grade	% Marks range (Based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

11.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that program

**12. CONDONATION OF DEFICIENCY:**

The Grace marks shall be allowed according to the University Policy.

**13. AWARD OF DIVISION:**

Division shall be awarded only after the tenth and final semester examination based on integrated performance of the candidate for all the five years as per following details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

**14. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Failing to complete the program within six years of commencement of the program.
- 14.3 Involvement in gross indiscipline in the Institute / University.
- 14.4 He / She is found to have produced false/ forged documents or found to have used unfair means to secure admission

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 50****BACHELOR OF BUSINESS ADMINISTRATION-HOSPITAL ADMINISTRATION****(B.B.A. - H.A.)****1. AIMS AND OBJECTIVES OF B.B.A. in H.A.PROGRAM:**

Sri Aurobindo University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self-confidence, the B.B.A. in Hospital Administration Program has the following Aims and Objectives:-

**1.1 AIMS**

To produce, competent Management graduates for hospital Administration, who will be full of self-confidence, have administrative skills and business acumen, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES**

**1.2.1** To impart Management education for creating competent professionals for Hospital & Healthcare Industry.

**1.2.2** To promote a yearning for creativity, Systematic Operations in Hospital Industry.

**1.2.3** To establish synergistic relationships with the industry and society.

**2. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the degree of Bachelor of Business Administration in Hospital Administration.

**3. DEFINITIONS:**

- 3.1 Academic Program shall mean a program of courses and/or any other components leading to a Bachelor's degree in Business Administration in Hospital Administration
- 3.2 Subject or Course shall mean an academic program and/or component of the Teaching & Evaluation Scheme that has been assigned a distinctive code and that has a weightage of certain marks and specific credits assigned to it. It can be a theory course, practical, project or viva voce. It may have internal and/or external evaluation.
- 3.3 University shall mean Sri Aurobindo University, Indore, Madhya Pradesh.
- 3.4 Semester System — A program wherein each academic year is apportioned into two parts known as semesters
- 3.5 Student shall mean a person admitted and enrolled for a program in the Institute/ School of the University
- 3.6 External Examiner shall mean an examiner who is not in the employment of the University

**4. INTAKE & FEES:**

- 4.1 The intake for each of these Programs shall be decided by the Board Management of the University from time to time subject to the approval of the regulatory body
- 4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body

**5. ELIGIBILITY CRITERIA FOR ADMISSION:**

Candidates possessing following qualifications shall be eligible for admission.

- 5.1 Candidate should have passed the 10 + 2 examination or any other equivalent examination conducted by State/Central Board of Secondary Education or any other State board/university with any subject.
- 5.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.

- 5.3 Mode of Selection On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.
- 5.4 The last date for admission will be as notified by the University.
- 5.5 Reservation: As per Guideline of M.P. State Government / Statutory Body.
- 5.6 Eligibility for Admission to NRI /other privileged Candidates:  
Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

**6. DURATION OF PROGRAM:**

- 6.1 There shall be at least fourteen weeks of teaching in every semester.
- 6.2 One hour of conduct in Lecture (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 6.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 6.4 The maximum duration of the program shall be six years. However, for one mercy attempt shall be applicable with the special permission of Vice Chancellor or as per University Policy.

**7. MEDIUM OF INSTRUCTION:**

English shall be medium of instruction and examination/dissertation.

**8. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical paper in a semester shall be eligible to appear in university examination or as per University Policy.

**9. EXAMINATIONS:**

- 9.1 The subjects to be studied in different semesters of B.B A. in H.A. program shall be as per the schemes and syllabus, approved by the respective Board of Studies.

9.2 There shall be one University examination at the end of each semester. These examinations will be designated as follows.

9.2.1 During first year: B.B.A. in H.A. - I & II semester.

9.2.2 During second year B.B.A. in H.A. - III & IV semester

9.2.3 During third year. B.B.A. in H.A. - V & VI semester.

9.3 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.

9.4 Re-totaling/Re-valuation is permitted in all the papers.

**10. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the B.B.A. in Hospital Administration program will be promoted to the higher class in accordance with the following rules:

10.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.

10.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there

10.3 A candidate who fails to score minimum of grade 'D' in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.

10.4 The result of Sixth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.

10.5 If a candidate has passed all the subjects of the Program in sixth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 10.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination



- 10.6 Other than the provision of rule 10.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

**11. AWARD OF CREDITS AND GRADES:**

- 11.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.
- 11.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University.
- 11.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under.

➤ **Theory Block**

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%
<hr/>	
Total	100%

➤ **Practical Block**

▪ Lab work and performance, quizzes,	
Assignments and regularity -	40%
▪ End – semester examination-	60%
<hr/>	
Total	100%

- 11.4 Practical training and project work shall be treated as practical subjects.
- 11.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block.
- 11.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under :

#### Credit Based Grading System

Grade	% Marks range (Based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 11.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for

which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that program.

**12. CONDONATION OF DEFICIENCY:**

The Grace marks shall be allowed according to the University Policy.

**13. AWARD OF DIVISION:**

Division shall be awarded only after the sixth and final semester examination based on integrated performance of the candidate for all the three years as per following details.

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honours
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	II Division

**14. MERIT LIST:**

Merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the sixth and final semester for B.B.A.-Hospital Administration program, on the basis of the integrated performance of all the Three years. The merit list shall include the first ten (10) candidates securing at least first division and passing all semesters in single attempts.

**15. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 15.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 15.2 Failing to complete the program within six years of commencement of the program.
- 15.3 Involvement in gross indiscipline in the Institute / University.
- 15.4 She/he is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**16. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE**  
**ORDINANCE NO. 51**  
**MASTER OF BUSINESS ADMINISTRATION (M.B.A.)**

**1. AIMS AND OBJECTIVES OF M.B.A. PROGRAMME:**

Sri Aurobindo University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self-confidence, the M.B.A. Program has the following Aims and Objectives:-

**1.1 AIMS:**

To produce, competent Leaders and Managers, in all fields and specializations of Management, who will be full of self-confidence, have administrative skills and business acumen, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES:**

The MBA program is oriented to enhance students learning and develop their skills and attitude towards Business, Market and Society as a whole. To support this aim following objectives are formulated:

- 1.2.1 Apply best practices to solve managerial issues.
- 1.2.2 Understanding of link between business and society.
- 1.2.3 Knowledge and skills in each functional area of management.
- 1.2.4 Demonstrate effective written forms of communication and oral business presentations
- 1.2.5 Implement leadership skills to work effectively within diverse teams.
- 1.2.6 Identify and analyze ethical responsibilities of businesses

**1.3 Program /Learning Outcomes:**

The learning outcomes specify the knowledge, skills, values and attitudes that

students are expected to attain in MBA program as below

- 1.3.1 Business Environment and Domain Knowledge (BEDK): Economic, legal and social environment of Indian business. Post Graduates are able to improve their awareness and knowledge about functioning of local and global business environment and society. This helps in recognizing the functioning of businesses, identifying potential business opportunities, evolvement of business enterprises and exploring the entrepreneurial opportunities.
- 1.3.2 Critical thinking, Business Analysis, Problem Solving and Innovative Solutions (CBPI): Competencies in quantitative and qualitative techniques Graduates are expected to develop skills on analyzing, the business data, application of relevant analysis, and problem solving in other functional areas such as marketing business strategy and human resources.
- 1.3.3 Global Exposure and Cross-Cultural Understanding (GECCU): Demonstrate a global outlook with the ability to identify aspects of the global business and Cross Cultural Understanding
- 1.3.4 Social Responsiveness and Ethics (SRE) Developing responsiveness to contextual social issues, problems and exploring solutions, understanding business ethics and resolving ethical dilemmas. Graduates are expected to identify the contemporary social problems, exploring the opportunities for social entrepreneurship, designing business solutions and demonstrate ethical standards in organizational decision making Demonstrate awareness of ethical issues and can distinguish ethical and unethical behaviors
- 1.3.5 Effective Communication (EC): Usage of various forms of business communication, supported by effective use of appropriate technology, logical reasoning, articulation of ideas. Graduates are expected to develop effective oral and written communication especially in business applications, with the use of appropriate technology (business

presentations, digital communication, social network platforms and so on).

- 1.3.6 Leadership and Teamwork (LT). Understanding leadership roles at various levels of the organization and leading teams. Post Graduates are expected to collaborate and lead teams across organizational boundaries and demonstrate leadership qualities, maximize the usage of diverse skills of team members in the related context.

## **2. COURSE & FACULTY:**

- 2.1 This ordinance shall be applicable to two year (four Semesters) post graduate Degree programs except those for which the university has separate ordinances. These courses shall be run on semester systems.

2.1.1 At present the programs covered under this ordinance are Master of Business Administration (M.B.A ).

2.1.2 These programs are offered by the concerned faculty after the recommendation of concerned Board of Studies/ Faculty and approval of Academic Council.

2.1.3 More degree programs can be offered under this ordinance on the recommendations of the Board of Studies/ Faculty and approval of Academic Council & Board of Management.

- 2.2 The ordinance shall be applicable to all the University Teaching Departments/ Institutes/ Schools of this University

## **3. DURATION OF PROGRAM:**

- 3.1 The Master of Business Administration shall be a fulltime Post-graduate Degree program of two academic years (four semesters) commencing in July-September every year

3.2 There shall be at least fourteen weeks of teaching in every semester.

3.3 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

- 3.4 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 3.5 The maximum duration of the program shall be 7 (seven) years. However, for one mercy attempt shall be applicable or as per University Policy.

**4. INTAKE & FEES:**

- 4.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:**

The medium of Instruction and Examinations shall be English.

**6. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

- 6.1 **Eligibility:** Admission to MBA Program is open to a student who holds a Bachelor Degree (Minimum 3 years Program) or Post Graduate Degree of the University or of any other University recognized as equivalent thereto by the University with 50 percent or more marks in aggregate. Eligibility criteria for candidates of all reserved categories like SC/ ST/ OBC/ BPLI Physically Handicapped etc. shall be as per the prevailing Government norms.

OR

The minimum qualification for admission to first semester of Master of Business Administration two years (Four semester) course shall be as per AICTE, New Delhi

- 6.2 **Mode of Selection:** On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.



## 6.3 Eligibility for Admission to NRI /other privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government

7. **COMMENCEMENT OF COURSE:** M.B.A I & III semesters shall commence during the period of July- December every year while M.B.A. II & IV semesters shall commence during the period of January-June every year

8. **NOMENCLATURE AND COURSE OUTLINE:****First Year****MBA First Semester**

S. No.	Subject Code	Subject Name	Credit Hours	Cumulative Credit Hours
1	FT101C	PRINCIPLES AND PRACTICE OF MANAGEMENT	3	3
2	FT102C	QUANTITATIVE TECHNIQUES	3	6
3	FT103C	ACCOUNTING FOR MANAGERS	3	9
4	FT104C	IT & E-BUSINESS FUNDAMENTALS	3	12
5	FT105C	BUSINESS ENVIRONMENT	3	15
6	FT106C	ORGANIZATION BEHAVIOUR	3	18
7	FT107C	BUSINESS COMMUNICATION	3	21
8	FT108C	MANAGERIAL ECONOMICS	3	24
		TOTAL CREDIT FOR MBA 1 <sup>st</sup> Sem		24

**MBA Second Semester**

S. No.	Subject Code	Subject Name	Credit Hours	Cumulative Credit Hours
1	FT201C	OPERATIONS RESEARCH	3	27
2	FT202C	OPERATIONS MANAGEMENT	3	30

3	FT203C	ENTREPRENEURSHIP	3	33
4	FT204C	FINANCIAL MANAGEMENT	3	36
5	FT205C	MARKETING MANAGEMENT	3	39
6	FT206C	HUMAN RESOURCE MANAGEMENT	3	42
7	FT207C	BUSINESS ETHICS AND INDIAN ETHOS IN MANAGEMENT	3	45
8	FT208C	BUSINESS RESEARCH METHODS	3	48
		TOTAL CREDIT FOR MBA 1 <sup>st</sup> and 2 <sup>nd</sup> Sem		48

**Second Year****MBA Third Semester**

Third Semester			
Subject Code	Subject Name	Credit Hours	Cumulative Credit Hours
<b>COMPULSORY SUBJECTS</b>			
FT301C	SUPPLY CHAIN MANAGEMENT	3	51
FT302C	PROJECT MANAGEMENT	3	54

ELECTIVES COURSES SELECT ANY TWO ELECTIVE GROUPS			
ELECTIVE GROUP-I: MARKETING MANAGEMENT			
Subject Code	Subject Name	Credit Hours	Cumulative Credit Hours
FT303C	PRODUCT AND BRAND MANAGEMENT	3	Credit for Core subject up to III Sem.: 54 Credit for Electives in III Sem 18 Credit for Internship/ Field work/ MRP 04 Total Credit up to III
FT304C	ADVERTISING AND DIGITAL MARKETING	3	
FT305C	SALES AND DISTRIBUTION MANAGEMENT	3	
ELECTIVE GROUP -II: FINANCIAL MANAGEMENT			
Subject Code	Subject Name	Credit Hours	

FT 303F	TAX PLANNING AND MANAGEMENT	3	Sem . 76
FT 304F	INDIAN FINANCIAL SYSTEMS	3	
FT 305F	BANK AND INSURANCE MANAGEMENT	3	
ELECTIVE GROUP -III: HUMAN RESOURCE MANAGEMENT			
Subject Code	Subject Name	Credit Hours	
FT 303H	INDUSTRIAL RELATIONS AND LEGISLATIONS	3	
FT 304H	HUMAN RESOURCE DEVELOPMENT & AUDIT	3	
FT 305H	SOCIAL PSYCHOLOGY	3	
ELECTIVE GROUP -IV : INFORMATION TECHNOLOGY			
Subject Code	Subject Name	Credit Hours	
FT 3031	WEB DESIGN AND TECHNOLOGY	3	
FT 3041	MANAGEMENT INFORMATION SYSTEM	3	
FT 3051	RDBMS USING ORACLE	3	
ELECTIVE GROUP -V. PRODUCTION AND OPERATIONS			
Subject Code	Subject Name	Credit Hours	
FT 303P	TECHNOLOGY MANAGEMENT	3	
FT 304P	PRODUCT INNOVATION AND OPERATIONS PLANNING	3	
FT 305P	PURCHASE AND MATERIAL MANAGEMENT	3	
ELEECTIVE GROUP -VI: BUSINESS ANALYNICS			
Subject Code	Subject Name	Credit Hours	
FT303B	INTRODUCTION TO BUSINESS ANALYSIS	3	
FT304B	PREDICTIVE MODELING	3	
FT305B	STATISTICAL PROGRAMMING IN 'R'	3	
FT306	MRP/INTERNSHIP/FIELD WORK	4	

**MBA FOURTH SEMESTER**

<b>Fourth Semester</b>			
<b>Subject code</b>	<b>Subject Name</b>	<b>Credit Hours</b>	<b>Cumulative Credit Hours</b>
<b>COMPULSORY SUBJECTS</b>			
FT 401C	BUSINESS LEGISLATION	3	57
FT 402C	STRATEGIC MANAGEMENT	3	60

**ELECTIVES COURSES (SELECT ANY TWO ELECTIVE GROUPS)**

ELECTIVE GROUP-I: MARKETING MANAGEMENT			
Sub. Code	Subject Name	Credit Hours	Cumulative Credit Hours
FT403M	INTERNATIONAL MARKETING	3	Credit for Core subject up to IV Sem.- 60  Credit for Electives in IV Sem : 18  Credit for Comp. VIVA- 04  Total Credit up to IV Sem. 104
FT404M	SERVICE AND RETAIL MARKETING	3	
FT505M	CONSUMER BEHAVIOR AND RURAL MARKETING	3	
ELECTIVE GROUP -II: FINANCIAL MANAGEMENT			
Sub. Code	Subject Name	Credit Hours	
FT403F	INTERNATIONAL FINANCE	3	
FT404F	FINANCIAL DERIVATIVES AND RISK MANAGEMENT	3	
FT505F	INVESTMENT ANALYSIS AND PORTFOLIO MANAGEMENT	3	
ELECTIVE GROUP -III: HUMAN RESOURCE MANAGEMENT			
Sub. Code	Subject Name	Credit Hours	
FT 403H	COMPENSATION MANAGEMENT	3	
FT 404H	TRAINING AND DEVELOPMENT	3	
FT 405H	ORGANISATION DEVELOPMENT	3	
ELECTIVE GROUP -IV : INFORMATION TECHNOLOGY			
Sub. Code	Subject Name	Credit Hours	

FT 4031	OPERATING SYSTEM & AND THEIR UTILITIES	3
FT 4041	PHP PROGRAMMING AND JAVA SCRIPTS	3
FT 4051	MOBILE COMPUTING AND ITS APPLICATIONS	3
ELECTIVE GROUP -V: PRODUCTION AND OPERATIONS		
Sub. Code	Subject Name	Credit Hours
FT 403P	LOGISTICS MANAGEMENT	3
FT 404P	TOTAL QUALITY MANAGEMENT	3
FT 405P	ENTERPRISE RESOURCE PLANNING	3
ELELECTIVE GROUP -VI: BUSINESS ANALYNICS		
Sub. Code	Subject Name	Credit Hours
FT403B	DATA VISUALISATION FOR MANAGERS	3
FT404B	SPREAD SHEET MODELING	3
FT405B	APPLICATIONS OF MODELING IN BUSINESS	3
FT406	COMPREHENSIVE VIVA-VOCE	4
Total Credit : 104		

**Total Credits:**

(1)	For Core ( Compulsory Subjects):	60
(2)	For Elective Courses	36
(3)	For MRP/ INTERNSHIP/ FIELD WORK :	04
(4)	For COMPREHENSIVE VIVA-VOCE	04
<b>Grand total</b>		<b>104</b>

**9. EXAMINATIONS:**

- 9 1 The subjects to be studied in different semesters of M.B.A. program shall be as per the schemes and syllabus, approved by the respective Board of Studies.
- 9 2 There shall be one University examination at the end of each semester These examinations will be designated as follows:
- 9.2.1 During first year: M.B.A program - I & II semester.
- 9 2 2 During second year: M B.A program - III & IV semester.

- 9.3 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately
- 9.4 Every candidates of this M.B.A program shall have to undertake a dissertation work (DW). The topic of the dissertation shall be allotted at the end of the semester examination. The topic shall be chosen from current innovative fields of importance. The allotment procedure shall be decided by the department of the concerned specialization
- 9.5 Re-totaling/Re-valuation is permitted in all the papers.

**10. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the M B.A. program will be promoted to the higher class in accordance with the following rules:

- 10.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.
- 10.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there.
- 10.3 A candidate who fails to score minimum of grade D in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 10.4 The result of Fourth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.
- 10.5 If a candidate has passed all the subjects of the Program in fourth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 10.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.

- 10.6 Other than the provision of rule 10.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

#### 11. **AWARD OF CREDITS AND GRADES:**

- 11.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.
- 11.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University.
- 11.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

##### ➤ **Theory Block**

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%

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Total	100%
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##### ➤ **Practical Block**

▪ Lab work and performance, quizzes, Assignments and regularity -	40%
▪ End – semester examination-	60%

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Total	100%
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- 11.4 Practical training and project work shall be treated as practical subjects.

- 11.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block
- 11.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under.

#### Credit Based Grading System

Grade	% Marks range (Based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 11.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under -

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in



the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that program.

#### 12. CONDONATION OF DEFICIENCY:

The Grace marks shall be allowed according to the University Policy

#### 13. AWARD OF DIVISION:

Division shall be awarded only after the fourth and final semester examination based on performance of the candidate for all the two years as per following details.

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honours
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	II Division

#### 14. MERIT LIST:

Merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the fourth and final semester for M.B.A. program, on the basis of the integrated performance of all the Two years. The merit list shall include the first ten (10) candidates securing at least first division and passing all semesters in single attempts

#### 15. CANCELLATION OF ADMISSION:

Admission of a student may be cancelled under following circumstances.

- 15.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 15.2 Failing to complete the program within six years of commencement of the program.
- 15.3 Involvement in gross indiscipline in the Institute / University
- 15.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**16. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 52****MASTER OF BUSINESS ADMINISTRATION IN HOSPITAL ADMINISTRATION****(M.B.A. – H.A.)****1. AIMS AND OBJECTIVES OF M.B.A. in H.A. PROGRAMME:**

Sri Aurobindo University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self-confidence, the M B.A. in Hospital Administration Program has the following Aims and Objectives:-

**1.1 AIMS:**

To produce, competent Leaders and Managers for Healthcare Industry, in all fields and specializations of Hospital Management, who will be full of self-confidence, have administrative skills and business acumen, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES:**

The MBA in Hospital Administration program is oriented to enhance students learning and develop their skills and attitude towards Business, Market, Hospital and Society as a whole. To support this aim following objectives are formulated:

- 1.2.1 Apply best practices to solve managerial issues related to Hospital Industry.
- 1.2.2 Understanding of link between Medical Profession, business and society.
- 1.2.3 Knowledge and skills in each functional area of management like Hospital Operations, Life Care Management.
- 1.2.4 Demonstrate effective written forms of communication and oral business presentations

1.2.5 Implement leadership skills to work effectively within diverse teams.

1.2.6 Identify and analyze ethical responsibilities of healthcare sector.

**1.3 Profile of the Course:**

Hospital administration has come up to be one of the most rewarding careers in the emergent field of health sector. As health sector is prospering with fast pace, the demand of hospital administrators has increased to a great extent. Hence, at present, hospital administration is counted among the top professions in the country. Although there has been a tremendous growth in the sector of health tourism, number of private hospitals and clinics, however the perennial problem of shortage of trained administrators for optimum management of resources in the sector still continues. With growing stress on importance of health care and patient contentment, professionalism the specialized area of Hospital Management/ Administration are required in large number. Most recently, in past few years, the healthcare concept in country and abroad has experienced remarkable transformation. People have gradually become more cognizant to healthcare. This has further steered to complex potentials and an increased expectation for a superior category of medical convenience and responsibilities, healthcare services and amenities.

MBA (HA) program purports to develop well-trained hospital administration professionals capable of fulfilling the changing demands of the healthcare industry. The program curriculum combines the knowledge of healthcare with the modern management concepts incorporated by businesses across the world. The MBA (HA) program is therefore a powerful, comprehensive, knowledge based program that aims to deliver the best hospital administrators. The principal objective of the program is to train students and enable them to impart outstanding healthcare services. Certainly, there is an excessive requirement for exceptionally proficient, qualified and capable hospital administrators, those who can offer and uphold excellent standards in healthcare.

The program includes training in developing skills required for hospital administration, management practices, accounting and financial management,

business communication, along with focused understanding on the functionality of hospital, marketing of services of hospital and supply chain management, primary acquaintance of healthcare, diet management, deterrence of contagious and non-contagious infections, public well-being and other therapeutic services.

**2. COURSE & FACULTY:**

2.1 This ordinance shall be applicable to two year post graduate Degree programs in management. These courses shall be run on semester systems.

2.1.1 This program is covered under this ordinance are Master of Business Administration in Hospital Administration (M B.A. – H.A.).

2.1.2 This program is offered by the concerned faculty after the recommendation of concerned Board of Studies/ Faculty and approval of Academic Council.

2.2 The ordinance shall be applicable to all the University Teaching Departments/ Institutes/ Schools of this University.

**3. DURATION:**

3.1 The duration of this course of study is of two years (Four Semester).

3.2 The Maximum duration for programme is as per University Policy.

**4. INTAKE & FEES:**

4.1 The intake for each of this course shall be decided by the Board Management of the University from time to time subject to the approval of the regulatory body.

4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:**

The medium of Instruction and Examinations shall be English.

**6. ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

- 6.1 **Eligibility:** Admission to MBA in Hospital Administration course is open to a student who holds a under graduate degree of MBBS, BDS, BUMS, BHMS, BAMS, BYNS, BSc. (Nursing), BPT, BOT, BASLP, B. Pharm, BBA(HA), and other medical degree of equivalent tenure as MBBS and one year internship from a recognized University with 50% marks. A relaxation of 5% in the eligibility criteria shall be admissible to the bonafide OBC/SC/ST applicants of Madhya Pradesh only as per the prevailing Government norms. Additional relaxation will be applicable as per the directions made by University/Regulatory council/s.

OR

The minimum qualification for admission to first semester of M.B.A (HA) two years (Four semester) course shall be as per AICTE, New Delhi.

- 6.2 **Mode of Selection:** On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.
- 6.3 **Eligibility for Admission to NRI /other privileged Candidates:**  
Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government

**7. COMMENCEMENT OF COURSE:**

M.B.A. –H.A. I & III semesters shall commence the period of July- December every year  
M.B.A. – H.A. II & IV semesters shall commence the period of January-June every year.

**8. EXAMINATION:**

- 8.1 The subjects to be studied in different semesters of M.B.A. in H.A. program shall be as per the schemes and syllabus, approved by the respective Board of Studies.
- 8.2 There shall be one University examination at the end of each semester. These examinations will be designated as follows:
- 8.2.1 During first year: M.B.A. in H.A. program - I & II semester.
- 8.2.2 During second year M.B.A. in H.A. program - III & IV semester.

- 8.3 Residency: Candidates shall undergo Residency in Hospital during first and second semester and submit a report thereon along with a certificate obtained from the concerned hospitals, at the end of each semester. The Residency in Hospitals carries 200 marks in each of the first and second semesters, to be awarded internally, by a committee consisting of the course coordinator and two senior faculty members of the Institution.
- 8.4 Visits to Hospitals: Candidates shall have to go for Hospital visits local and / or outstation and submit a report thereon along with a certificate obtained from the concerned hospitals during the Third Semester. Visits to the Hospitals carries 100 marks to be awarded internally, by a committee consisting of the course coordinator and two senior faculty members of the Institution.
- 8.5 Project Report and Viva Voce: The purpose of the project work is primarily to demonstrate the knowledge and skills in studying and analyzing a selected problem in the work station, in a systematic manner while suggesting solution to the management of the hospital. It is desirable that the sponsoring organization has to identify the area of project work at the beginning of the project. Each student is required to study the problem report under the guidance of a faculty member of the Institution. The completed project should be submitted to the University / College within 30 days before the commencement of IV semester examinations. The Project Report together with Viva Voce carries 200 marks.
- 8.6 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.
- 8.7 Every candidates of this M.B.A. in H.A program shall have to undertake a dissertation work (DW) The topic of the dissertation shall be allotted at the end of the semester examination. The topic shall be chosen from current innovative fields of importance. The allotment procedure shall be decided by the department of the concerned specialization.
- 8.8 Re-totaling / Revaluation: Re-totaling of marks and Revaluation of answer sheets is permitted for theory papers of university examination only. The

University, on application within stipulated time and remittance of prescribed fees, shall permit a recounting of marks and / or revaluation for the subjects applied. Re-totaling and revaluation shall be done by a qualified examiner other than a first evaluator. Re-totaling/Re-valuation is permitted in all the theory papers.

**9. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the M.B.A. (HA) program will be promoted to the higher class in accordance with the following rules:

- 9.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.
- 9.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there
- 9.3 A candidate who fails to score minimum of grade D in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 9.4 The result of Fourth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.
- 9.5 If a candidate has passed all the subjects of the Program in fourth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 9.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.
- 9.6 Other than the provision of rule 9.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

**10. AWARD OF CREDITS AND GRADES:**



- 10.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.
- 10.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University.
- 10.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

➤ **Theory Block**

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%
<hr/>	
Total	100%

➤ **Practical Block**

▪ Lab work and performance, quizzes, Assignments and regularity -	40%
▪ End – semester examination-	60%
<hr/>	
Total	100%

- 10.4 Practical training and project work shall be treated as practical subjects
- 10.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block.
- 10.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work,

class work, mid semester test and regularity The grades to be used and their numerical equivalents are as under:

#### Credit Based Grading System

Grade	% Marks range (Based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

10.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that program.

**11. CONDONATION OF DEFICIENCY:**

The Grace marks shall be allowed according to the University Policy.

**12. AWARD OF DIVISION:**

Division shall be awarded only after the fourth and final semester examination based on performance of the candidate for all the two years as per following details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

**13. MERIT LIST:**

Merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the fourth and final semester for M.B.A. – Hospital Administration program, on the basis of the integrated performance of all the Two years. The merit list shall include the first ten (10) candidates securing at least first division and passing all semesters in single attempts

**14. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Failing to complete the program within six years of commencement of the program.
- 14.3 Involvement in gross indiscipline in the Institute / University.
- 14.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO.53****INTEGRATED DEGREE IN MANAGEMENT (Integrated Program B.B.A. + M.B.A.)****1. AIMS AND OBJECTIVES OF INTEGRATED (B.B.A. + M.B.A.):**

Sri Aurobindo University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self-confidence, the M B.A. Program has the following Aims and Objectives:-

**1.1 AIMS**

To produce, competent Leaders and Managers, in all fields and specializations of Management, who will be full of self-confidence, have administrative skills and business acumen, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES**

The Integrated MBA program is oriented to enhance students learning and develop their skills and attitude towards Business, Market and Society as a whole. To support this aim following objectives are formulated:

- 1.2.1** Apply best practices to solve managerial issues.
- 1.2.2** Understanding of link between business and society.
- 1.2.3** Knowledge and skills in each functional area of management.
- 1.2.4** Demonstrate effective written forms of communication and oral business presentations.
- 1.2.5** Implement leadership skills to work effectively within diverse teams
- 1.2.6** Identify and analyze ethical responsibilities of businesses.

**2. APPLICABILITY:**

This ordinance shall apply to the integrated program leading to Master's degree in Business Administration.

**3. DEFINITIONS:**

- 3.1 Academic Program shall mean a program of courses and/or any other components leading to a Master's degree in Business Administration.
- 3.2 Subject or Course shall mean an academic program and/or component of the Teaching & Evaluation Scheme that has been assigned a distinctive code and that has a weightage of certain marks and specific credits assigned to it. It can be a theory course, practical, project or viva voce. It may have internal and/or external evaluation.
- 3.3 University shall mean Sri Aurobindo University, Indore, Madhya Pradesh.
- 3.4 Semester System — A program wherein each academic year is apportioned into two parts known as semesters
- 3.5 Student shall mean a person admitted and enrolled for a program in the Institute/ School of the University
- 3.6 External Examiner shall mean an examiner who is not in the employment of the University.
- 3.7 Integrated M.B.A. program means Five Year Integrated Post Graduate Program.

#### **4. ELIGIBILITY CRITERIA FOR ADMISSION:**

Candidates possessing following qualifications shall be eligible for admission.

- 4.1 Candidate should have passed the 10+2 examination or any other equivalent examination conducted by State / Central Board of Secondary Education or any other state Board / University. However, in order to be eligible for completing MBA, a student would have to secure at least 50% in aggregate in first 6 semesters.
- 4.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.
- 4.3 Lateral Entry: A candidate, who holds a Bachelor Degree in Business Administration (minimum 3 years program) or Post Graduate Degree in Management of the University or of any other university recognized as equivalent thereto by the University with 50% or more marks in aggregate, can take admission to the integrated MBA Program in the Seventh Semester. For

selection, a merit list of such candidates shall be prepared on the basis of their qualifying examination and/or personal interview.

4.4 The last date for admission will be as notified by the University.

4.5 Mode of Selection: On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.

4.6 Eligibility for Admission to NRI /other privileged Candidates:

Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

#### **5. DURATION OF PROGRAM:**

5.1 The integrated Master of Business Administration shall be a fulltime Post-graduate Degree program of five academic years (i.e. ten semesters) commencing in July-September every year.

5.2 If a candidate wants to leave/quit the course after successfully completion of three years, he will be awarded bachelor degree in Business Administration.

5.3 There shall be at least fourteen weeks of teaching in every semester.

5.4 One hour of conduct in Lecture (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

5.5 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

5.6 The maximum duration of the program shall be eight years. However, for one mercy attempt shall be applicable or as per University Policy.

#### **6. INTAKE & FEES:**

6.1 The intake of these Programs shall be decided by the Board Management of the University from time to time subject to the approval of the regulatory body.

6.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**7. MEDIUM OF INSTRUCTION:**

English shall be medium of instruction and examination/dissertation.

**8. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical paper in a semester shall be eligible to appear in university examination. 10% of relaxation will be permissible by the permission of VC or as per University Policy.

**9. EXAMINATIONS:**

9.4 The subjects to be studied in different semesters of Integrated M.B.A. program shall be as per the schemes and syllabus, approved by the respective Board of Studies.

9.5 There shall be one University examination at the end of each semester. These examinations will be designated as follows:

9.5.1 During first year: Integrated M.B.A. program - I & II semester.

9.5.2 During second year: Integrated M.B.A. program - III & IV semester.

9.5.3 During third year Integrated M.B.A program - V & VI semester.

9.5.4 During fourth year Integrated M.B.A. program VII - & VIII semester

9.5.5 During fifth year. Integrated M B A program - IX & X semester.

9.6 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.

9.7 Every candidates of this Integrated M.B.A program shall have to undertake a dissertation work (DW).The topic of the dissertation shall be allotted at the end of the tenth semester examination. The topic shall be chosen from current innovative fields of importance. The allotment procedure shall be decided by the department of the concerned specialization.

9.8 Re-totaling/Re-valuation is permitted in all the papers.



**10. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the Integrated M.B.A. program will be promoted to the higher class in accordance with the following rules:

- 10.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.
- 10.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there.
- 10.3 A candidate who fails to score minimum of grade D in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 10.4 The result of Tenth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.
- 10.5 If a candidate has passed all the subjects of the Program in tenth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 11.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.
- 10.6 Other than the provision of rule 11.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

**11. AWARD OF CREDITS AND GRADES:**

- 11.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.
- 11.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester

test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University.

- 11.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

➤ **Theory Block**

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%

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Total	100%
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➤ **Practical Block**

▪ Lab work and performance, quizzes, Assignments and regularity -	40%
▪ End – semester examination-	60%

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Total	100%
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- 11.4 Practical training and project work shall be treated as practical subjects.
- 11.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block
- 11.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

## Credit Based Grading System

Grade	% Marks range (Based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

11.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that program.

**12. CONDONATION OF DEFICIENCY:**

The Grace marks shall be allowed according to the University Policy.

**13. AWARD OF DIVISION:**

Division shall be awarded only after the tenth and final semester examination based on integrated performance of the candidate for all the five years as per following details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

**14. MERIT LIST:**

Merit list of first TEN (10) candidates in the order of merit shall be declared by the University only after the main examination of the tenth and final semester for Integrated management (BBA + MBA) program, on the basis of the integrated performance of all the five years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

**15. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 15.1 At any stage, if student is not found qualified, for the Program, as per AICTE norms/ guidelines or the eligibility criteria prescribed by the University.
- 15.2 Failing to complete the program within Eight years of commencement of the program
- 15.3 Involvement in gross indiscipline in the Institute / University.
- 15.4 She/he is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**16. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 54****BACHELOR OF LAW (LL.B.)****1. AIMS AND OBJECTIVES:**

Sri Aurobindo University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the LL.B Program has the following Aim and Objectives:-

**1.1 AIMS**

The aim of LL.B program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**1.2 OBJECTIVES**

- 1 2.1 To impart Law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1 2.3 To establish synergistic relationships with the Legal experts and the society.
- 1 2.4 To help students become ethical and self-confident human beings genuinely interested in serving the nation.

**2. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the Bachelor degree of Legislative Law (LL.B.)

**3. COURSE & FACULTY**

- 3.1 This ordinance shall be applicable to the Bachelor of Legislative Law (abbreviated LL B ), an undergraduate, or bachelor degree in law of three years

duration. This degree is a qualifying degree for practice of legal profession in India. This course shall be run on semester system.

- 3.2 This course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI therefore.

**4. DURATION:**

The Duration of the Degree of Bachelor of law (LL.B ) shall comprise a course of study spread over a period of three academic years (six semesters) and candidate will have to be a full time student

**5. INTAKE AND FEES:**

- 5.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- 5.2 Transfer case may be allowed in special case as per recommendation of faculty of Law.
- 5.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body of the Government.

**6. ACADEMIC YEAR:**

Academic session will be divided in two parts July to December – January to June

**7. ELIGIBILITY FOR ADMISSION:**

- 7.1 Candidates seeking admission to the three year LL.B course must have passed the Bachelors' Degree examination in any discipline from any recognized university of India.
- 7.1.1 Eligibility and age for admission in LL.B. degree will be as per prevailing norms of BCI/Govt. of Madhya Pradesh.

7.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by BCI /Govt. of Madhya Pradesh.

7.2 Candidates seeking of admission in LL.B. course may also apply if he/she appear in examination and result are awaited, candidates should submitted mark sheet within 15 days or prior to the submission of examination for both.

#### 8. **ADMISSION SCHEME:**

Admission under this course will be made as follows.

- 8.1 The University will issue admission notifications in University's website, notice board of the University and in other publicity media before the start of every cycle.
- 8.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 8.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 8.4 If a candidate admitted provisionally under (8.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled automatically.
- 8.5 The application form may be rejected on the following grounds:
  - 8.5.1 The candidate does not fulfill the eligibility conditions.
  - 8.5.2 The prescribed fess is not deposited



8.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

8.5.4 Supporting documents for admission are not enclosed.

8.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

8.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

## 9. COURSE STRUCTURE

9.1 The LL.B. course in semester system shall consist of:

9.1.1 Such courses (papers) as prescribed by University.

9.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the BCI/University.

9.1.3 Such scheme of examination as prescribed, by the University from time to time.

9.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.

9.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India

## 10. MEDIUM OF INSTRUCTION:

The medium of instructions and examinations shall be English.

## 11. EXAMINATION SCHEME:

11.1 No candidate shall be allowed to take the term-end Semester Examination unless one has.

11.1.1 Attended at least 75% of lectures/ practical delivered or as per university Policy/Government.

11.1.2 Paid all the fees due

11.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute / College.

11.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.

11.1.5 Received in-plant training as perceived by the Director / Head / Principal.

Clause (11.1.1) shall not be applicable to Ex-Student candidates.

11.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

11.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

11.2.2 Main examination will carry 80 percent marks

11.2.3 For passing the examination; the candidate shall be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).

11.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

11.2.5 Each student shall have completed 12 week internship for three year course during III to VI semester provided that internship in any year cannot be for a continuous period of more than four weeks.

11.3 Examination will be held November last week to December first week. Result will be declared last week of December or before first week of January.

**12. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE:****12.1 From Odd semester to even semester.**

A candidate who has appeared in the odd-semester of any particular year shall be promoted to an even Semester of that year (i.e. from I to II, from III to IV and from V to VI Semester) irrespective of failing in any number of theory and practical examination of that semester.

**12.2 From Even semester to odd semester:**

A candidate shall be entitled to carry a backlog of papers for his promotion from even semester to odd semester of next academic sessions, as under:

12.2.1 A backlog of two papers (Theory and/or Practical) for his promotion from Second Semester of LL.B. First Year to Third Semester of LL.B. Second Year.

12.2.2 A backlog of four papers (Theory and/or Practical) (inclusive backlog of two papers of LL.B First Year) for his promotion from Fourth Semester of LL.B. Second Year to Fifth Semester of LL.B Final/Third year

12.3 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that Semester Examination.

12.4 A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof, such a candidate shall be allowed to reappear in semester examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that is 50% or more marks. A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the UNIVERSITY, for any purpose whatever.

**13. EX-STUDENTSHIP:**

Subject to the general rule of promotion, from odd Semester to even Semester, a candidate shall become ex-student of LL.B. First Year, LL.B Second Year and LL.B.

Third/Final Year as under

- 13.1 Ex-student in LL. B. First Year- If he carries backlog of three or more papers in First and/or Second Semester of LL. B. First Year.
- 13.2 Ex-student in LL. B. Second Year - If he carries backlog of three or more papers in Third and/or Fourth Semester of LL.B. Second Year.
- 13.3 Ex-student in LL. B. Third/Final Year - If he carries a backlog of any paper in Fifth and Sixth Semester of LL.B. Third/Final Year.

**14. ALLOCATION OF DIVISION:**

Division shall be awarded only after the six and final semester examination based on integrated performance of the candidate for all the three years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
50% or above but less than 60%	-	Second Division

Vice Chancellor Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy

Note. - (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the LL.B. degree course in First division with distinction.

**15. MERIT LISTS:**

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. sixth semester from amongst the candidates who have passed all previous semesters without any break.

**16. MAXIMUM DURATION OF COMPLETION OF COURSE:**

A candidate has to complete the entire course of LL.B. within a maximum period of five years from the session of first admission or as per University Policy.

**17. REVALUATION:**

- 17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 17.2 Revaluation shall be done by an examiner out of the Jurisdiction of University.
- 17.3 Revaluation shall be permitted in any two theory papers only.
- 17.4 Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

**18. CANCELLATION OF ADMISSION:**

- 18.1 Admission of a student may be cancelled under following circumstances:
- 18.1.1 At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 18.1.2 Failing to complete the course within five years of commencement of the course.
- 18.1.3 Involvement in gross indiscipline ragging heinous offences under Indian Law in the University.

**19. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final but shall not be in contradiction to the Government and BCI Norms.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 55****Bachelor of Business Administration and Bachelor of Law****B.B.A. LL.B. (Integrated)****1. COURSE & FACULTY:**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Business Administration and Bachelor of Law B.B.A. LL.B (Integrated Course). The ordinance shall be in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P P.U.R.C. and this University from time to time.
- 1.2 This Course shall be run on Semester System.
- 1.3 This Course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of Law B.B.A. LL.B. Integrated course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law

**2. AIMS AND OBJECTIVES:**

Sri Aurobindo University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbining ethical values and building their self-confidence, the B.B.A. LL.B (Integrated) Program has the following Aim and Objectives -

**2.1 AIMS**

The aim of B.B.A. LL.B. (Integrated) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills

enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

## 2.2 OBJECTIVES

The broad objectives of the B B.A LL B (Integrated) program are as follows:

- 2.2.1 To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists, Advocates and Law Executives, at the completion of the program.
- 2.2.2 To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.
- 2.2.3 To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.
- 2.2.4 To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

## 3. ELIGIBILITY FOR THE DEGREE:

A candidate shall be eligible for the degree of Bachelor of Law (B B.A. LL.B.) when he has undergone the prescribed course of study for a period of not less than five years in the University and has passed the requisite examination in all subjects.

## 4. APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of the Integrated Bachelor degree of Law (five years degree course).

## 5. DURATION:

The Duration of the Integrated Degree of Bachelor of law B B.A. LL.B. (Integrated) shall comprise a course of study spread over a period of five academic session (ten semesters) and candidate will have to be a regular student.

**6. INTAKE AND FEES:**

- 6.1 The intake shall be decided on the seats approved by the BCI.
- 6.2 Transfer case may be allowed in special case as per recommendation of faculty of Law.
- 6.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body/Government of Madhya Pradesh

**7. ACADEMIC YEAR:**

Academic year will be start from -

- (1) July to December
- (2) January to June

**8. ELIGIBILITY FOR ADMISSION:**

- 8.1 Candidates seeking admission to the B.B.A. LL.B. (Integrated) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate after the approval of higher education.
  - 8.1.1 Eligibility and age for admission in B.B.A. LL.B. (Integrated) degree will be as per prevailing norms of BCI/ Govt. of Madhya Pradesh.
  - 8.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by BCI.
- 8.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.B.A. LL.B. (Integrated) course. They will have to provide proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.



**9. ADMISSION SCHEME:**

Admission under this course will be made as follows:

- 9.1 Student seeking admission must go for University website.
- 9.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled automatically.
- 9.5 The application form may be rejected on the following grounds:
  - 9.5.1 The candidate does not fulfill the eligibility conditions.
  - 9.5.2 The prescribed fess is not deposited
  - 9.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 9.5.4 Supporting documents for admission are not enclosed.
- 9.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

**10. COURSE STRUCTURE**

- 10.1 The B.B A. LL B. (Integrated) course in semester system shall consist of:
  - 10.1.1 Such courses (papers) as prescribed by the University.

- 10.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the BCI/University.
- 10.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 10.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.
- 10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

**11. MEDIUM OF INSTRUCTION:**

The medium of instructions and examinations shall be English.

**12. EXAMINATION SCHEME:**

- 12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:
- 12.1.1 Attended at least 75% of lectures/ practical delivered or as per University Policy/Government.
- 12.1.2 Paid all the fees due
- 12.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute / College.
- 12.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.
- 12.1.5 Received in-plant training as perceived by the Director / Head / Principal
- Clause (12.1.1) shall not be applicable to Ex-Student candidates.

**Scheme of examination shall be as prescribed by BCI and the University from time to time.**

12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

12.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

12.2.2 Main examination will carry 80 percent marks.

12.2.3 For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).

12.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%

12.2.5 Each student shall have completed 12 week internship for five year course provided that internship in any year cannot be for a continuous period of more than four weeks.

12.3 Examination will be held November last week to December first week. Result will be declared last week of December or before first week of January

### **13. PROMOTION RULES:**

13.1 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination

13.2 A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.

13.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.

- 13.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 13.5 No candidates shall be declared to have cleared the final B.B.A. LL.B. (Integrated) examination unless he / she has cleared the previous semester. The result of the candidate who has cleared the tenth and final B.B.A. LL.B. (Integrated) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B B.A. LL.B. (Integrated) examinations in the year in which he / she fully clears all the previous semester examination.
- 13.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 13.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever
- 13.8 The subjects and paper for each year of B.B.A. LL.B. (Integrated) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- 13.9 The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the paper and 40 percent marks in each individual paper. Division to successful candidate for the B.B.A. LL.B. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.B.A. LL.B (Integrated) first to final year examination i.e. all ten semester as under.
- 13.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.B A LL.B. (Integrated) examination shall have answering questions though the medium of English.

**14. ALLOCATION OF DIVISION:**

Division shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together

60% or above	-	First Division
50% or above but less than 60%	-	Second Division

Vice Chancellor Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note: - (i) No third division shall be awarded

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the B.B.A. LL.B. degree course in First division with distinction.

**15. MERIT LISTS:**

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. tenth semester from amongst the candidates who have passed all previous semesters without any break.

**16. MAXIMUM DURATION OF COMPLETION OF COURSE:**

The maximum duration of the course shall be seven years. However, the Vice Chancellor, has a power to stand duration of 1 year more after the recommendation of the Dean.

**17. REVALUATION:**

17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

17.2 Revaluation shall be done by an examiner out of the Jurisdiction of University.

17.3 Revaluation shall be permitted in any two theory papers only.

17.4 Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions.

**18. PROGRAM OUTCOMES:**

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines

**19. CANCELLATION OF ADMISSION:**

19.1 Admission of a student may be cancelled under following circumstances:

- 19.1.1 At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University
- 19.1.2 Failing to complete the course within seven years of commencement of the course.
- 19.1.3 Involvement in gross indiscipline ragging heinous offences under Indian Law in the University
- 19.1.4 If the student does not want to continue 5 years integrated on reasonable ground University may power to award BBA degree. So that his/her three academic years are not lost.

**20. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final. The decision of the Vice Chancellor shall be final but shall not be in contradiction to the Government and BCI Norms.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 56****Bachelor of Arts and Bachelor of Law****(B.A. LL.B.)****1. COURSE & FACULTY**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Arts and Bachelor of Law B.A. LL B (Integrated Course). The ordinance shall be in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.
- 1.2 This Course shall be run on Semester System.
- 1.3 This Course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI.
- 1.4 The Degree of Bachelor of Law BA.LL.B Integrated course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e. part 1- which will be two year course program of pre law study and part 2- which will be three year program for professional training in law.

**2. AIMS AND OBJECTIVES:**

Sri Aurobindo University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbining ethical values and building their self-confidence, the B.A. LL.B. (Integrated) Program has the following Aim and Objectives -

**2.1 AIMS**

The aim of B.A. LL.B. (Integrated) program is to develop professionals on various areas of law. The program also aims to equip students with legal skills enabling

them to adapt, innovate and apply their knowledge on wide variety of legal issues.

## 2.2 OBJECTIVES

The broad objectives of the B.A. LL.B. (Integrated) program are as follows:

- 2.2.1 To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists, Advocates and Law Executives, at the completion of the program.
- 2.2.2 To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.
- 2.2.3 To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines.
- 2.2.4 To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

## 3. ELIGIBILITY FOR THE DEGREE:

A candidates shall be eligible for the degree of Bachelor of Law (BA.LL.B.) when he has undergone the prescribed course of study for a period of not less than five years in the University and has passed the requisite examination in all subjects.

## 4. APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of the Integrated B.A. LL.B. (5 years) degree.

## 5. DURATION:

The Duration of the Integrated Degree of Bachelor of law B A LL B (5 years) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.



**6. INTAKE AND FEES:**

- 6.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- 6.2 Transfer case may be allowed in special case as per recommendation of faculty of Law.
- 6.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body/Government of Madhya Pradesh.

**7. ACADEMIC YEAR:**

Academic year will be start from -

- (3) July to December
- (4) January to June

**8. ELIGIBILITY FOR ADMISSION:**

- 8 1 Candidates seeking admission to the B A. LL B. (Integrated) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade. NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate after the approval of higher education.
    - 8.1.1 Eligibility and age for admission in B.A. LL.B. (Integrated) degree will be as per prevailing norms of BCI/ Govt. of Madhya Pradesh.
    - 8.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by BCI.
  - 8 2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.A. LL.B. (Integrated) course. They will have to provide proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.
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**9. ADMISSION SCHEME:**

Admission under this course will be made as follows:

- 9.1 Student seeking admission must go for University website.
- 9.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application.
- 9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled automatically.
- 9.5 The application form may be rejected on the following grounds:
  - 9.5.1 The candidate does not fulfill the eligibility conditions.
  - 9.5.2 The prescribed fess is not deposited.
  - 9.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 9.5.4 Supporting documents for admission are not enclosed.
- 9.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

**10. COURSE STRUCTURE:**

- 10.1 The B.A LL B (Integrated) course in semester system shall consist of:
- 10.1.1 Such courses (papers) as prescribed by University.
  - 10.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by BCI/University.
  - 10.1.3 Such scheme of examination as prescribed, by the University from time to time
- 10.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor
- 10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

**11. MEDIUM OF INSTRUCTION:**

The medium of instructions and examinations shall be English

**12. EXAMINATION SCHEME:**

- 12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:
- 12.1.1 Attended at least 75% of lectures/ practical delivered or as per University Policy.
  - 12.1.2 Paid all the fees due
  - 12.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute / College.
  - 12.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.
  - 12.1.5 Received in-plant training as perceived by the Director / Head / Principal.

Clause (12 1.1) shall not be applicable to Ex-Student candidates.

**Scheme of examination shall be as prescribed by BCI and the University from time to time.**

12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

12.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each)

12.2.2 Main examination will carry 80 percent marks.

12.2.3 For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).

12.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

12.2.5 Each student shall have completed 12 week internship for five year course provided that internship in any year cannot be for a continuous period of more than four weeks.

12.3 Examination will be held November last week to December first week. Result will be declared last week of December or before first week of January.

### **13. PROMOTION RULES:**

13.1 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination

13.2 A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.

- 13.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.
- 13.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 13.5 No candidates shall be declared to have cleared the final B.A. LL.B. (Integrated) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.A. LL.B. (Integrated) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.A. LL.B. (Integrated) examinations in the year in which he / she fully clears all the previous semester examination.
- 13.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 13.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever.
- 13.8 The subjects and paper for each year of B.A LL.B. (Integrated) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc. along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- 13.9 The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the paper and 40 percent marks in each individual paper. Division to successful candidate for the B A LL.B. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.A. LL.B. (Integrated) first to final year examination i.e. all ten semester as under.

13.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.A. LL.B. (Integrated) examination shall have answering questions though the medium of English.

**14. ALLOCATION OF DIVISION:**

Division shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
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50% or above but less than 60%	-	Second Division
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Vice Chancellor Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note: - (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the B.A LL B degree course in First division with distinction

**15. MERIT LISTS:**

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. tenth semester from amongst the candidates who have passed all previous semesters without any break

**16. MAXIMUM DURATION OF COMPLETION OF COURSE:**

The maximum duration of the course shall be seven years. However, one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

**17. REVALUATION:**

- 17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 17.2 Revaluation shall be done by an examiner out of the Jurisdiction of University.
- 17.3 Revaluation shall be permitted in any two theory papers only.
- 17.4 Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions.

**18. PROGRAM OUTCOMES:**

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines

**19. CANCELLATION OF ADMISSION:**

- 19.1 Admission of a student may be cancelled under following circumstances:
  - 19.1.1 At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.
  - 19.1.2 Failing to complete the course within seven years of commencement of the course
  - 19.1.3 Involvement in gross indiscipline ragging heinous offences under Indian Law in the University
  - 19.1.4 If the student does not want to continue 5 years integrated on reasonable ground University may power to award BA degree. So that his/her three academic years are not lost

**20. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final but shall not be in contradiction to the Government and BCI Norms.



**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 57****Bachelor of Commerce and Bachelor of Law****1. COURSE & FACULTY**

- 1.1 This Ordinance Shall be applicable to candidates admitted to Bachelor of Commerce and Bachelor of Law B.Com. LL.B (Integrated Course). The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U R.C. and this University from time to time.
- 1.2 This Course shall be run on Semester System.
- 1.3 This Course shall be run by the Faculty of law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI
- 1.4 The Degree of Bachelor of Law, B Com. LL.B Integrated course shall comprise a course of study spread over a period of Five Academic years and the Candidates will be full time regular students. The Five years course shall comprise two parts i.e part 1, which will be two year course program of pre law study and part 2, which will be three year program for professional training in law

**2. AIMS AND OBJECTIVES:**

Sri Aurobindo University is committed to contribute to nation building by producing future Legal experts in varied specializations With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbining ethical values and building their self-confidence, the B.Com. LL.B. (Integrated) Program has the following Aim and Objectives:-

**2.1 AIMS**

The aim of B Com Plain LL.B (Integrated) program is to develop professionals on various areas of law The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

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## 2.2 OBJECTIVES

The broad objectives of the B.Com. LL.B. (Integrated) program are as follows:

- 2.2.1 To prepare the scholars in such a way so that they become capable and confident law professionals including Jurists, Advocates and Law Executives, at the completion of the program.
- 2.2.2 To educate the scholars in a way that they can develop the capacity to elicit views and debate in healthy manner.
- 2.2.3 To offer a platform to scholar for gaining critical thinking ability from the perspective of suitability for law and law related services and professions and/or higher studies in law and other related disciplines
- 2.2.4 To make the scholars develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes in general, and as related to Law profession specifically.

## 3. ELIGIBILITY FOR THE DEGREE:

A candidate shall be eligible for the integrated degree of Bachelor of Law (B Com. LL.B.), when he has undergone the prescribed course of study for a period of not less than five years in the University and has passed the requisite examination in all subjects.

## 4. APPLICABILITY:

This ordinance shall apply to the program and courses leading to the award of the Integrated B.Com. LL.B. (5 years) degree.

## 5. DURATION:

The Duration of the Integrated Degree of Bachelor of law B.Com. LL.B. (5 years) shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be regular student

## 6. INTAKE AND FEES:

- 6.1 The intake shall be decided on the seats approved by the BCI.
- 6.2 Transfer case may be allowed in special case as per recommendation of faculty of Law.
- 6.3 The fees of the course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body/Government of Madhya Pradesh.

#### **7. ACADEMIC YEAR:**

Academic year will be start from -

- (5) July to December
- (6) January to June

#### **8. ELIGIBILITY FOR ADMISSION:**

- 8.1 Candidates seeking admission to the B.Com. LL.B. (Integrated) degree must have passed Higher Secondary (10+2) course of examination in any discipline of M.P. Board of Secondary Education or any equivalent examination from recognized board with at least 45% in aggregate or an equivalent grade NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate after the approval of higher education.
  - 8.1.1 Eligibility and age for admission in B Com. LL.B. (Integrated) degree will be as per prevailing norms of BCI/ Govt of Madhya Pradesh.
  - 8.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to SC/ST/OBC categories will be relaxed by BCI.
- 8.2 Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in B.Com LL B (Integrated) course. They will have to provide proof of passing the examination within date decided by competent authority / M.P. Government / Regulatory Body.

#### **9. ADMISSION PROCEDURE:**

Admission under this course will be made as follows:

- 9.1 Student seeking admission must go for University website.
- 9.2 List of candidates provisionally selected for admission / shortlisted based on merit / Entrance Examination marks will be displayed on the notice board of the University / University's website or the students will be informed directly of their admission after the last date of application
- 9.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate who, admitted shall have to be present mark sheet of the qualifying examination within the due date of admission, failing which the provisional admission shall be cancelled.
- 9.4 If a candidate admitted provisionally under (9.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled automatically.
- 9.5 The application form may be rejected on the following grounds:
  - 9.5.1 The candidate does not fulfill the eligibility conditions.
  - 9.5.2 The prescribed fess is not deposited.
  - 9.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 9.5.4 Supporting documents for admission are not enclosed.
- 9.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 9.7 Admission rules as framed by the University shall be applicable for all admissions from time to time

## **10. COURSE STRUCTURE**

- 10.1 The B.Com. LL.B. (Integrated) course in semester system shall consist of:
  - 10.1.1 Such courses (papers) as prescribed by University

- 10.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by BCI/University.
- 10.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 10.2 The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.
- 10.3 Each semester course shall be conducted in not less than 18 weeks with not less than 36 class-hours per week including tutorials, moot court, seminars provided there shall be at least 30 lecture hours per week as presented by Bar Council of India.

**11. MEDIUM OF INSTRUCTION:**

The medium of instructions and examinations shall be English

**12. EXAMINATION SCHEME:**

- 12.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:
  - 12.1.1 Attended at least 75% of lectures/ practical delivered or as per University Policy
  - 12.1.2 Paid all the fees due
  - 12.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute / College
  - 12.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Head / Principal.
  - 12.1.5 Received in-plant training as perceived by the Director / Head / Principal

Clause (12.1.1) shall not be applicable to Ex-Student candidates.

**Scheme of examination shall be as prescribed by BCI and the University from time to time.**

12.2 Each student shall have to appear in the examination of theory / practical and continuous comprehensive examination system (CCE) / internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

12.2.1 20 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

12.2.2 Main examination will carry 80 percent marks

12.2.3 For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).

12.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

12.2.5 Each student shall have completed 12 week internship for five year course provided that internship in any year cannot be for a continuous period of more than four weeks.

12.3 Examination will be held November last week to December first week. Result will be declared last week of December or before first week of January.

### **13. PROMOTION RULES:**

13.1 The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.

13.2 A candidate shall not be admitted in the fifth or higher semester classed unless he / she has fully cleared the first and second semester examinations.

13.3 A candidate shall not be admitted in to seventh or higher semester classes unless he / she has fully cleared the third and fourth semester examinations.

- 13.4 A candidate shall not be admitted in the ninth or higher semester classes unless he / she has fully cleared the fifth and sixth semester examinations.
- 13.5 No candidates shall be declared to have cleared the final B.Com. LL.B. (Integrated) examination unless he / she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.Com. LL.B. (Integrated) semester but not previous semester shall be withheld. He / she shall be deemed to have passed the final B.Com. LL.B. (Integrated) examinations in the year in which he / she fully clears all the previous semester examination
- 13.6 The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- 13.7 A candidate shall not be permitted to appear / reappear in any examination or any paper in which he has been declared pass by the University for any purpose whatever
- 13.8 The subjects and paper for each year of B.Com. LL.B (Integrated) shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (theory paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities schedule by the department such as presentation group discussion moot court, mock trial etc along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- 13.9 The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the paper and 40 percent marks in each individual paper. Division to successful candidate for the B.Com. LL.B. (Integrated) degree will be assigned at the end final year examination on the basis of the aggregate. The total marks obtained by him at the B.Com. LL.B (Integrated) first to final year examination i.e. all ten semester as under.
- 13.10 For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.Com. LL.B. (Integrated) examination shall have the option of answering questions though the medium of English.

**14. ALLOCATION OF DIVISION:**

Division shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years. The Division shall be awarded on the basis of Marks obtained in internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above - First Division

50% or above but less than 60% - Second Division

Vice Chancellor Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester or as per University Policy.

Note: - (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the B.Com LL.B. degree course in First division with distinction

**15. MERIT LISTS:**

Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt without any break

**16. MAXIMUM DURATION OF COMPLETION OF COURSE:**

The maximum duration of the course shall be seven years. However, one mercy attempt can be granted to students by the Vice Chancellor, which should be not more than one year on satisfactory reasons or as per University Policy.

**17. REVALUATION:**

17.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

17.2 Revaluation shall be done by an examiner out of the Jurisdiction of University.

17.3 Revaluation shall be permitted in any two theory papers only.

17.4 Results and Mark Sheet shall be revised after revaluation, as per the laid down provisions.



**18. PROGRAM OUTCOMES:**

At the end of 5 years integrated law course, it is expected that the scholars have gained critical thinking ability from the perspective of suitability for law and law related services and professions and / or higher studies in law and other related disciplines. The pass-outs of the program shall develop the ability to take rationale and informed decisions by taking into consideration the different perspectives and their outcomes. The pass-outs students shall develop the capacity to elicit views and debate in healthy manner, what is required in the core of being successful in various fields associated with law / judiciary disciplines

**19. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances:

- 19.1 At any stage, if student is not found qualified for the program, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 19.2 Failing to complete the course within seven years of commencement of the course
- 19.3 Involvement in gross indiscipline ragging heinous offences under Indian Law in the University
- 19.4 If the student does not want to continue 5 years integrated on reasonable ground University may power to award B Com degree. So that his/her three academic years are not lost

**20. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final but shall not be in contradiction to the Government and BCI Norms.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 58****MASTER OF LAW (LL.M.)****1. AIMS & OBJECTIVES OF LLM PROGRAM:**

Sri Aurobindo University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self-confidence, the LL.M. program has the following Aims and Objectives -

**1.1 AIM:**

The aim of LL.M. program is to develop professionals on varied areas of law like Corporate law, Cyber law, Intellectual Property Rights, Labour Law, Criminal Law, Business Law, HR law, Constitutional & Administrative Law, Medico Legal and other varied areas of law for emphasizing on comparative approach to legal issues & research. The program also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**1.2 OBJECTIVES:**

- 1.2.1 To impart law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with Legal experts and the society.
- 1.2.4 To help students become ethical and self-confident human beings genuinely interested in serving the nation.

**2. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the post graduate degree of Master of Law (LL.M.)-2 Year Program.

**3. DEFINITIONS:**

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the program.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 **External Examiner:** Examiner not in the employment of the University.
- 3.4 **Program:** Program of courses and / or other components leading to the award of degree of Master of Law/LL.M.
- 3.5 **Regular Student:** A student who is enrolled in a constituent institution for the purpose of obtaining a Degree / Diploma / Certificate / other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.6 **Semester System:** A system wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.7 **University:** Sri Aurobindo University, Indore, Madhya Pradesh.

#### 4. ADMISSION:

- 4.1 Candidates possessing following qualifications shall be eligible for admission:-
  - 4.1.1 To be eligible to appear to admission to Two year- LL.M. Program, a candidate should have passed the LL.B. or an equivalent degree from a recognized University with 55% marks.
- 4.2 Admissions shall be according to the following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examinations / interview / Entrance Test conducted by University or an agency as directed by Bar Council of India on its behalf.
  - 4.2.2 Admission rules as framed by the University with the direction of Bar Council of India, shall be applicable for all admissions from time to time.
- 4.3 Last date of admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals/ NRI/ PIO shall be as per policy / rules directed by Bar Council of India will be applicable.

- 4.5 Candidate who has already appeared in the final semester of the Graduate program may be considered for admission, if he / she have successfully passed all previous examinations. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within prescribed time limit of the University. Otherwise his / her admission shall be cancelled automatically. Such candidate shall not be eligible for refund of fees.

**5. COMMENCEMENT AND DURATION:**

- 5.1 LLM shall be a fulltime post graduate degree program of four semesters.
- 5.2 Minimum duration to complete LL.M. would be 2 year and Maximum period for completion of LL.M. program shall be 4 years from the date of commencement of the Program or as per University Policy

**6. MEDIUM OF INSTRUCTION:**

English shall be medium of instruction and examination.

**7. ATTENDANCE:**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% classes, in each semester or as per University Policy.

**8. EXAMINATION:**

- 8.1 Following University Examinations shall be held at the end of each semester:-

**LLM: Theory paper shall be consist of 13 papers (including dissertation/viva particular LLM**

**LLM - I SEMESTER**

II compulsory paper

II optional paper

**LLM - II SEMESTER.**

I compulsory paper

II optional paper

**LLM - III SEMESTER**

I compulsory paper

II optional paper

**LLM - IV SEMESTER.**

Dissertation

Viva (group)

One practical research method

Group.

1. Business Law

2. Human Right

3. Criminal Law

8.2 University examinations of odd semester shall be held normally in November – December and that of even semester normally in May – June, each year.

8.3 Details of subjects, credits and course curricula for LL.M. program shall be prescribed by the scheme of examination, prepared and proposed by Board of Studies / Head of Faculty and approved by Academic Council.

**9. HEAD OF PASSING & PASSING CRITERIA:**

9.1 Heads of passing and passing criterion shall be as per Table 'A'.

**Table A**

S. No.	Head of Passing	Minimum Passing Criterion
I	Theory Paper	Grade D
II	Practical	Grade D
III	Project	Grade D
IV	Semester	SGPA $\geq$ 5.0
V	Program	CGPA $\geq$ 5.0

**10. APPOINTMENT OF UNIVERSITY EXAMINERS:**

- 10.1 Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva Voce examination and valuation of answer book etc. shall be Assistant Professor (s) / Associate Professor (s) / Professor (s) of Sri Aurobindo University or from any recognized College / University, three years of teaching experience as recognized post graduate teacher in the subject. 50 % of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Dean of Faculty and Board of Studies.
- 10.2 Of the University with three years of teaching experience as recognized post graduate teacher in the subject shall be nominated as Internal Examiners / Moderators etc by the University based on the recommendations of the Head of the Faculty / Institution

**11. GRADING SYSTEM:**

- 11.1 Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table 'B'

**Table B:**

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91.00-100	10	Outstanding
A	81.00-90.99	9	Excellent
B+	71.00-80.99	8	Very Good
B	61.00-70.99	7	Good
C	51.00-60.99	6	Average
D	50.00-50.99	5	Pass
F	<50	0	Fail
AB	Absent	0	Fail

- 11.2 Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 11.4.
- 11.3 Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 11.5, at the completion of program.
- 11.4 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

- 11.5 Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be Calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

## 12. DEGREE / GRADE SHEET:

- 12.1 Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I, II & III Table A.
- 12.2 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

## 13. GRACE:

The Grace marks shall be allowed according to the University Policy

**14. REVALUATION:**

- 14.1 Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2 Revaluation shall be done by an examiner other than the first one.
- 14.3 Revaluation shall be permitted in any two theory papers only.
- 14.4 Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final but shall not be in contradiction to the Government and BCI Norms



**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 59****BACHELOR OF JOURNALISM AND MASS COMMUNICATION (BJMC)**

The three year Bachelor of Journalism & Mass Communication (BJMC) duration of the BJMC programme shall be of three academic years. Each year shall be divided into 2 semesters. Thus the programme shall be comprise of 6 semesters

**1. INTAKE & FEES:**

- 1.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 1.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**2. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to June and second from January to December

**3. ELIGIBILITY CRITERIA FOR ADMISSION:**

Candidates possessing following qualifications shall be eligible for admission.

- 3.1 Candidate should have passed the 10+2 examination or any other equivalent examination conducted by State/Central Board of Secondary Education or any other State board/ university with any subject.
- 3.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.
- 3.3 The last date for admission will be as notified by the University.
- 3.4 Reservation: As per guideline of M P. State Government / Statutory body of the University.

3.5 Mode of Selection: On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.

3.6 Eligibility for Admission to NRI /other privileged Candidates: Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

**4. DURATION OF PROGRAM:**

4.1 There shall be at least fourteen weeks of teaching in every semester.

4.2 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

4.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

4.4 The maximum duration of the program shall be six years. However, for one mercy attempt shall be applicable or as per university Policy.

**5. MEDIUM OF INSTRUCTION:**

English or Hindi shall be medium of instruction and examination/dissertation.

**6. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical in a semester shall be eligible to appear in university examination or as per University Policy.

**7. EXAMINATIONS:**

7.1 The subjects to be studied in different semesters of BJMC program shall be as per the schemes and syllabus, approved by the respective Board of Studies.

7.2 There shall be one University examination at the end of each semester. These examinations will be designated as follows:

➤ During first year BJMC - I & II semester.

➤ During second year: BJMC - III & IV semester.

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➤ During third year. BJMC - V & VI semester.

7.3 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.

7.4 Re-totaling/Re-valuation is permitted in all the papers

#### **8. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the BJMC will be promoted to the higher class in accordance with the following rules:

- 8.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.
- 8.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there.
- 8.3 A candidate who fails to score minimum of grade 'D' in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year
- 8.4 The result of Sixth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.
- 8.5 If a candidate has passed all the subjects of the Program in sixth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 10.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.
- 8.6 Other than the provision of rule 10.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

**9. AWARD OF CREDITS AND GRADES:**

- 9.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.
- 9.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University.
- 9.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under.

**➤ Theory Block**

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%

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Total	100%
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**➤ Practical Block**

▪ Lab work and performance, quizzes, Assignments and regularity -	40%
▪ End – semester examination-	60%

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Total	100%
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- 9.4 Practical training and project work shall be treated as practical subjects.
- 9.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block.

- 9.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

#### Credit Based Grading System

Grade	% Marks range (Based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 9.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n c_i P_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that program.

**10. CONDONATION OF DEFICIENCY:**

One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the BJMC examination or as per University Policy.

**11. AWARD OF DIVISION:**

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

**12. MERIT LIST:**

Merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the sixth and final semester for BJMC program, on the basis of the integrated performance of all the Three years. The merit list shall include the first ten (10) candidates securing at least first division and passing all semesters in single attempts.

**13. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances

- 13.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University
- 13.2 Failing to complete the program within six years of commencement of the program
- 13.3 Involvement in gross indiscipline in the Institute / University.
- 13.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 60****BACHELOR OF ARTS IN MULTIMEDIA & MASS COMMUNICATION****(BA-M & MC)**

The B.A. Multimedia and Mass Communication (BA-M&MC) programme shall be of three years. Each year shall be divided into 2 semesters. Thus the programme shall be comprises of 6-Semesters. The duration of these course of study shall extended over Six-Semesters.

**1. INTAKE & FEES:**

- 1.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 1.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**2. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to June and second from January to December

**3. ELIGIBILITY CRITERIA FOR ADMISSION:**

Candidates possessing following qualifications shall be eligible for admission.

- 3.1 Candidate should have passed the 10+2 examination or any other equivalent examination conducted by State/Central Board of Secondary Education or any other State board/ university with any subject.
- 3.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.
- 3.3 The last date for admission will be as notified by the University.



- 3.4 Reservation As per guideline of M.P. State Government / Statutory body of the University.
- 3.5 Mode of Selection. On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.
- 3.6 Eligibility for Admission to NRI /other privileged Candidates: Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

**4. DURATION OF PROGRAM:**

- 4.1 There shall be at least fourteen weeks of teaching in every semester.
- 4.2 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes
- 4.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 4.4 The maximum duration of the program shall be six years. However, for one mercy attempt shall be applicable or as per University Policy.

**5. MEDIUM OF INSTRUCTION:**

English or Hindi shall be medium of instruction and examination/dissertation.

**6. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical in a semester shall be eligible to appear in university examination or as per University Policy.

**7. EXAMINATIONS:**

- 7.1 The subjects to be studied in different semesters of BA-M&MC program shall be as per the schemes and syllabus, approved by the respective Board of Studies.

- 7.2 There shall be one University examination at the end of each semester. These examinations will be designated as follows:
- During first year: BA-M&MC - I & II semester.
  - During second year: BA-M&MC - III & IV semester.
  - During third year: BA-M&MC - V & VI semester.
- 7.3 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.
- 7.4 Re-totalling/Re-valuation is permitted in all the papers.

**8. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the BA-M&MC will be promoted to the higher class in accordance with the following rules:

- 8.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.
- 8.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there.
- 8.3 A candidate who fails to score minimum of grade 'D' in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 8.4 The result of Sixth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.
- 8.5 If a candidate has passed all the subjects of the Program in sixth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 10.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.

- 8.6 Other than the provision of rule 10.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

#### 9. AWARD OF CREDITS AND GRADES:

- 9.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.
- 9.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University.
- 9.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

##### ➤ Theory Block

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%

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Total	100%
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##### ➤ Practical Block

▪ Lab work and performance, quizzes, Assignments and regularity -	40%
▪ End – semester examination-	60%

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Total	100%
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- 9.4 Practical training and project work shall be treated as practical subjects.

- 9.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block.
- 9.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

**Credit Based Grading System**

Grade	% Marks range (Based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 9.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that program.

**10. CONDONATION OF DEFICIENCY:**

One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the BA-M&MC examination or as per University Policy.

**11. AWARD OF DIVISION:**

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

**12. MERIT LIST:**

Merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the sixth and final semester for BA-M&MC program, on the basis of the integrated performance of all the Three years. The merit list shall include the first ten (10) candidates securing at least first division and passing all semesters in single attempts

**13. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances

- 13.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University
- 13.2 Failing to complete the program within six years of commencement of the program.
- 13.3 Involvement in gross indiscipline in the Institute / University
- 13.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 61****B.Sc. MULTIMEDIA & ANIMATION (B.Sc.-M&A)**

B.Sc. Multimedia and Animation Programme shall be of three academic years. Each year shall be divided into 2 semesters. Thus the programme shall be comprise of 6 semesters.

**1. INTAKE & FEES:**

- 1.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body
- 1.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**2. ACADEMIC YEAR:**

There will be two academic cycles every year, one from July to June and second from January to December

**3. ELIGIBILITY CRITERIA FOR ADMISSION:**

Candidates possessing following qualifications shall be eligible for admission.

- 3.1 Candidate should have passed the 10+2 examination or any other equivalent examination conducted by State/Central Board of Secondary Education or any other State board/ university with any subject
- 3.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.
- 3.3 The last date for admission will be as notified by the University.
- 3.4 Reservation: As per guideline of M.P. State Government / Statutory body of the University.

3.5 Mode of Selection: On the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body.

3.6 Eligibility for Admission to NRI /other privileged Candidates: Non-resident Indian and other privileged candidate shall be eligible for admission to this course in accordance with the directives of Govt. of India and/or State Government.

**4. DURATION OF PROGRAM:**

4.1 There shall be at least fourteen weeks of teaching in every semester

4.2 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes

4.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

4.4 The maximum duration of the program shall be six years. However, for one mercy attempt shall be applicable or as per University policy.

**5. MEDIUM OF INSTRUCTION:**

English or Hindi shall be medium of instruction and examination/dissertation.

**6. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical in a semester shall be eligible to appear in university examination or as per University Policy.

**7. EXAMINATIONS:**

7.1 The subjects to be studied in different semesters of B.Sc. -M&A program shall be as per the schemes and syllabus, approved by the respective Board of Studies.

7.2 There shall be one University examination at the end of each semester. These examinations will be designated as follows.

➤ During first year. B.Sc.-M&A - I & II semester.

➤ During second year. B.Sc.-M&A - III & IV semester



➤ During third year: B.Sc.-M&A - V & VI semester.

7.3 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately

7.4 Re-totaling/Re-valuation is permitted in all the papers.

**8. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the B.Sc.-M&A will be promoted to the higher class in accordance with the following rules:

8.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.

8.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the university shall always be there.

8.3 A candidate who fails to score minimum of grade 'D' in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.

8.4 The result of Sixth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.

8.5 If a candidate has passed all the subjects of the Program in sixth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 10.1 above, such a candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.

8.6 Other than the provision of rule 10.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

**9. AWARD OF CREDITS AND GRADES:**

- 9.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.
- 9.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council of the University.
- 9.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

**➤ Theory Block**

▪ Quizzes, assignments and regularity	10%
▪ Mid – semester test -	20%
▪ End – semester examination-	70%

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Total	100%
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**➤ Practical Block**

▪ Lab work and performance, quizzes, Assignments and regularity -	40%
▪ End – semester examination-	60%

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Total	100%
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- 9.4 Practical training and project work shall be treated as practical subjects.
- 9.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block.

- 9.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

**Credit Based Grading System**

Grade	% Marks range (Based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 9.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where  $C_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $P_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that program

**10. CONDONATION OF DEFICIENCY:**

One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the B.Sc.-M&A examination or as per University policy.

**11. AWARD OF DIVISION:**

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

**12. MERIT LIST:**

Merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the sixth and final semester for B.Sc - M&A program, on the basis of the integrated performance of all the Three years. The merit list shall include the first ten (10) candidates securing at least first division and passing all semesters in single attempts.

**13. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances

- 13.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 13.2 Failing to complete the program within six years of commencement of the program
- 13.3 Involvement in gross indiscipline in the Institute / University.
- 13.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE**  
**ORDINANCE NO. 62**  
**UNIFIED ORDINANCE FOR SEMESTER SYSTEM OF EXAMINATION FOR**  
**UNDER GRADUATE COURSES**

Sri Aurobindo University is committed to contribute to nation building by producing future Under Graduates who will lead India's quest to be a world superpower.

With a Mission to develop the three year degree courses at undergraduate level, except those for which the university has separate ordinances, will run on semester system. The courses shall be divided in six semester covering three academic sessions. The first academic session will comprise of 1<sup>st</sup> and 2<sup>nd</sup> Semester, second academic session 3<sup>rd</sup> and 4<sup>th</sup> semester and third academic session 5<sup>th</sup> and 6<sup>th</sup> Semester.

The provisions of this ordinance will be application to all the undergraduate courses being taught in Constituent colleges located within the jurisdiction of the Sri Aurobindo University. Courses (B.Sc., B.A., B.Com., B.Com. Honors, B.H.Sc. etc.) of study shall be governed by the provisions of this ordinance.

**1. AIMS:**

To produce, competent commerce graduates, who will be full of self-confidence, have administrative, scientific and social skills, have high concern for the environment and adhere to universal ethical and moral values

**2. OBJECTIVES:**

- 2.1 To Impart Education for creating competent professionals.
- 2.2 To promote a yearning for creativity, entrepreneurship and research.
- 2.3 To establish synergistic relationships with the industry and society.

**3. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the

Bachelor degree.

**4. INTAKE & FEES:**

- 4.3 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body
- 4.4 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. ELIGIBILITY CRITERIA FOR ADMISSION:**

Every candidate seeking admission to these courses must have passed Higher Secondary (10+2) or an equivalent course recognized from M.P. Board / CBSE / or recognized body. The eligibility criterion for admission in individual course will be decided by the Board of Studies of the competent authority of University / Statutory body.

For admission to these Courses the admission rules will be framed by the University with the Guidelines of the State Government.

The admissions in these courses are made in the month June / July of every year in first semester only. However, admissions in other subsequent semesters may be given on the grounds of transfer of student's parents / guardians or specific reason thereof.

The last date for admission will be as notified by the University

**Reservation:** As per guideline of M.P State Government / Statutory body / University.

**Mode of Selection:** The mode of selection shall be on the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body / University.

**6. DURATION OF PROGRAM**

The three year degree courses at undergraduate level, except those for which the university has separate ordinances, will run on semester system. The courses shall be divided in six semester covering three academic sessions. The first academic session will

comprise of 1<sup>st</sup> and 2<sup>nd</sup> Semester, second academic session 3<sup>rd</sup> and 4<sup>th</sup> semester and third academic session 5<sup>th</sup> and 6<sup>th</sup> Semester.

A candidate has to complete the entire course of under graduate of degree with in a maximum period of 5 years (five) from session of first admission or as per University Policy.

Provided that If Student shall be not completed his degree within stipulated time, the Vice Chancellor can give one year additional time to complete the course, with the approval of concerning head of the institute.

**7. MEDIUM OF INSTRUCTION:**

English/Hindi shall be medium of instruction and examination

**8. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical in a semester shall be eligible to appear in university examination. However, relaxation of 10% condonation of deficiency can be allowed by the Vice-Chancellor on the recommendation of the Principal / Director / Head of Department, as the case may be or as per University Policy.

**9. EXAMINATIONS:**

9.1 The under graduate courses in semester system shall consists of :

9.1.1 Such courses (Theory papers) as prescribed by the University / Board of Studies.

9.1.2 Such job internship / lab work / practical / projects etc. as prescribed by the university / Board of Studies.

9.1.3 Such scheme of examination as prescribed by the university / Board of Studies

9.2 No candidate shall be allowed to take the Semester Examination unless one has :

9.2.1 Attended at least 75% of lectures and practical delivered in a particular semester. However, relaxation of 10% condonation of deficiency can be allowed by the Vice-Chancellor on the recommendation of the Principal / Director /Head of Department, as the case may be.



- 9.2.2 Paid all the dues including university course and examination fees before the last date of submission examination forms.
- 9 2.3 Submitted the Job internship certificate/Project Report by the date notified by the Head/Principal of the college.
- 9.3 Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a manner prescribed by the university/Central Board of Studies of concern subjects from time to time.
- 9 3.1 30 percent marks of each theory paper and practical separately shall be assigned for internal assessment / CCE There shall be two or three separate internal tests at the Constituent College level in each paper / practical of equal marks in each semester
- 9 3.2 70 percent marks shall be assigned separately for each theory paper and practical of the university main semester examination.
- 9 3.3 For passing the examination, the candidate shall be required to secure at least 33% marks in university theory and practical examination separately and 30% in CCE/Internal Assessment test conducted by the constituent colleges / department.
- 9.3.4 Examination of odd semesters shall ordinarily be held in the month of November / December and that of even semesters in the month of May / June.
- 9 4 There shall be no supplementary or second examination in semester system of the course of study.
- 9.5 If a candidate fails in two subjects in any one semester examination but clears all the remaining subjects of the examination, candidate will be allowed to keep the term (ATKT) and promoted to the next semester. Student will be allowed to appear and pass the ATKT paper in next two successive examination of the same semester, along with the regular semester examination, and if student fails to pass the ATKT paper or fails to appear in next two successive examinations of the same semester, will not be allowed to appear in subsequent semester

examination, however, students may be allowed to appear in all the papers as an ex-student in the next examination of the same semester.

9.5.1 Provided further, that if a candidate fails in more than two subjects in any semester examination, she / he will not be allowed to appear in subsequent semester examination. However, she / he may be allowed to appear as an ex-student in the next examination of the same semester. In no case the candidate will be given more than two ATKT other than the main examination, to pass a semester.

9.5.2 Provided further that the candidate will be permitted to appear in 5th semester only when she / he clears all the subjects / papers and practical up of 1st & 2nd Semester. No Division shall be awarded up to 5th Semester. Candidate will be awarded degree in the year in which she / he clears all the papers and practical of 5th semester. In such situation, mark-sheet for each semester will be issued separately up to 5th semester with the result Pass / A.T K.T. Once the candidate clears all the subjects of 6th semester, composite mark-sheet will be issued in the 6th semester with the mention of Division also.

9.5.3 Provided further that if a candidate fails in two subjects in 6th Semester, an exemption will be made to this and she / he be permitted to take one repeat attempt examination in that subject along with the regular examination of these papers conducted by the university in an immediately subsequent semester beyond the stipulated time limit of five years

9.6 Rules for ATKT system as amended by the Sri Aurobindo University from time to time shall be made applicable in the University; however it is herewith made clear that there shall not be separate examination for ATKT students but they shall be allowed to appear in the ATKT paper/subject with regular semester examination.

9.7 If a candidate fails or remain absent in practical / CCE / Project / Internship of any subject or subjects will be treated as ATKT in that subject.

- 9.8 A candidate shall not be required to appear in the practical / CCE / Project / Internship if he has already cleared in the main examination.

**10. CONDONATION OF DEFICIENCY:**

The Grace marks shall be allowed according to the University Policy.

**11. AWARD OF DIVISION:**

The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (Theory & Practicals both) and project work (if any) taken together at the end of sixth / final semester of examination.

60% or above - **First Division**

45% but less than 60% - **Second Division**

33% but less than 45% - **Third**

**12. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

12.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.

12.2 Failing to complete the program within six years of commencement of the program.

12.3 Involvement in gross indiscipline in the Institute / University.

12.4 He / She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

- 13.** The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the same university. Notwithstanding anything contained in foregoing Para, shall be in contravention and in consistence with other examination ordinance or specific ordinance if any and stand independent.

- 14.** In case of any dispute / ambiguity in semester system of examination / course the Vice Chancellor decision shall be final

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 63****UNIFIED ORDINANCE FOR SEMESTER SYSTEM OF EXAMINATION FOR  
POST GRADUATE COURSES**

Sri Aurobindo University is committed to contribute to nation building by producing future Post Graduates who will lead India's quest to be a world superpower.

With a Mission to develop the two year degree courses at postgraduate level, except those courses which have separate ordinances, shall be run on semester system. The courses shall be divided in four semesters covering two academic sessions. The first academic session will comprise of 1<sup>st</sup> and 2<sup>nd</sup> Semester and second academic session 3<sup>rd</sup> and 4<sup>th</sup> semester.

The ordinance shall be application to all the post graduate courses taught in constituent colleges located within the jurisdiction of the Sri Aurobindo University.

The Courses (M A., M.Sc., M.Com. and M.H Sc. etc ) of study shall be governed by the provisions of these ordinances.

**1. AIMS:**

To produce, competent post graduates, who will be full of self-confidence, have administrative, scientific and social skills, have high concern for the environment and adhere to universal ethical and moral values

**2. OBJECTIVES:**

- 2.1 To impart education for creating competent professionals.
- 2.2 To promote a yearning for creativity, entrepreneurship and research.
- 2.3 To establish synergistic relationships with the industry and society.

**3. APPLICABILITY:**

This ordinance shall apply to the program and courses leading to the award of the Master degree.

**4. INTAKE & FEES:**

4.5 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

4.6 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. ELIGIBILITY CRITERIA FOR ADMISSION:**

Every candidate seeks admission to these courses must have passed graduation course with the relevant subjects as one of the major subject with a minimum of second division from any recognized university or an equivalent body duly recognized by the Association of Indian Universities (AIU). The eligibility criteria for admission to the subject will be decided by the concerning Board of Studies of the subject.

For admission to these courses the admission rules will be framed by the University as per guidelines of state government.

The admissions in these courses are made in the month June / July of every year in first semester only. However, admissions in other subsequent semesters may be given on the grounds of transfer of student's parents / guardians or specific reason thereof.

The last date for admission will be as notified by the University.

**Reservation:** As per guideline of M.P. State Government / Statutory body / University.

**Mode of Selection:** The mode of selection shall be on the basis of the merit in qualifying examination and policy decided by the competent authority / statutory body / University.

**6. DURATION OF PROGRAM:**

The two year degree courses at postgraduate level, except those courses which have separate ordinances, shall be run on semester system. The courses shall be divided in four semesters covering two academic sessions. The first academic session will comprise of 1<sup>st</sup> and 2<sup>nd</sup> Semester and second academic session 3<sup>rd</sup> and 4<sup>th</sup> semester.

A candidate has to complete the entire course of Post-graduate of degree with in a maximum period of 4 years (Four year) from session of first admission or as per University Policy.

Provided that If Student shall not be completed his degree within stipulated time, the Vice Chancellor can give one year additional time to complete the course, with the approval of concerning head of the institute.

**MEDIUM OF INSTRUCTION:**

English/Hindi shall be medium of instruction and examination.

**7. ATTENDANCE:**

A student who has 75% or more attendance in each theory/ practical in a semester shall be eligible to appear in university examination. However, relaxation of 10% condonation of deficiency can be allowed by the Vice Chancellor on the recommendation of the Principal / Director / Head of Department, as the case may be or as per University Policy.

**8. EXAMINATIONS:**

8.1 The Post-graduate courses in semester system shall consists of .

8.1.1 Such courses (Theory Papers) as prescribed by the University Board of Studies of different subjects

8.1.2 Such job internship / lab work / practical / projects etc. as prescribed by the University Board of Studies of different subjects.

8.1.3 Such scheme of examination as prescribed by the University Board of Studies of different subjects.

8.2 No candidate shall be allowed to take the Semester Examination unless one has :

8.2.1 Attended at least 75% of lectures and practical delivered in a particular semester. However, relaxation of 10% condonation of deficiency can be allowed by the Vice-Chancellor on the recommendation of the Principal / Director / Head of the dept.as the case may be.

8.2.2 Paid all the dues including university course and examination fees before the last date of submission examination forms.

- 8.3 Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a manner prescribed by the university/Board of Studies of concern subjects from time to time.
- 8.3.1 30 percent marks of each theory paper and practical separately shall be assigned for internal assessment / CCE. There shall be two or three separate internal tests at the constituent College in each paper / practical of equal marks in each semester.
- 8.3.2 70 percent marks shall be assigned for each theory paper and practical of the University main semester examination.
- 8.3.3 For passing the examination, the candidate shall be required to secure separately at least 36% marks in each theory paper and practical university examination and 30% in CCE / Internal Assessment test conducted by the colleges / School of Studies
- 8.3.4 Examination of odd semesters shall ordinarily be held in the month of November / December and that of even semesters in the month of May / June
- 8.4 There shall be no supplementary or second examination
- 8.5 If a candidate fails in two papers in any one semester examination but clears all the remaining papers of that examination, candidate will be allowed to keep the term (ATKT) to pass the aforesaid paper and promoted to the next semester. Student will be allowed to pass the ATKT paper in next two successive examination of the same semester, along with the regular semester examination, and if student fails to pass the ATKT paper or fails to appear in next two successive examination of the same semester, will not be allowed to appear in subsequent semester examination, however, students may be allowed in all the papers as an ex-student in the next examination of the same semester.

Provided further, that if a candidate fails in more than two papers in any semester examination, student will not be allowed to appear in subsequent semester examination. However, students may be allowed to appear in all the



papers as an ex-student in the next examination of the same semester. In no case the candidate shall be given more than two ATKT, other than main examination, to pass a semester.

Provided further that the candidate will be permitted to appear in fourth semester only when students clears all the subjects / papers and practical up of 3rd Semester. No Division shall be awarded up to 3rd Semester. Candidate will be awarded degree in the year in which she / he clears all the papers and practical of 4th semester.

Provided further that if a candidate fails in 4<sup>th</sup> Semester, an examination will be made to this and she / he be permitted to take one repeat attempt examination in paper along with the regular examination of that paper conducted by the university in an immediately subsequent semester beyond the stipulated time limit of three years.

Provided that If Student shall be not completed his degree within stipulated time, the Vice Chancellor can give one year additional time to complete the course, with the approval of concerning head of the institute.

Mark-sheet for each semester will be issued separately up to 3rd semester with the result Pass / ATKT. Once the candidate clears all the subjects of 4th semester, composite mark-sheet will be issued in the 4th semester with the mention of Division also.

If the candidate fails in the project viva-voce examination she / he will not be required to submit the project report again, but she / he will have to pass the viva-voce examination in next examination of same semester.

- 8.6 Rules for ATKT system as amended by University from time to time shall be made applicable in the University, however it is herewith made clear that there shall not be separate examination for ATKT students but they shall be allowed to appear in the ATKT paper with regular semester examination.
- 8.7 If a candidate fails or remain absent in practical / CCE / Project of any subject or subjects will be treated as ATKT in that subjects.

9. **CONDONATION OF DEFICIENCY:** One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the examination or as per University Policy.

10. **AWARD OF DIVISION:**

The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (Theory & Practical both) and project work (if any) taken together at the end of sixth / final semester of examination.

60% or above	-	First Division
45% but less than 60%	-	Second Division
36% but less than 45%	-	Third

11. **CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances

- 11.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University
- 11.2 Failing to complete the program within six years of commencement of the program.
- 11.3 Involvement in gross indiscipline in the Institute / University.
- 11.4 He / She is found to have produced false/ forged documents or found to have used unfair means to secure admission
12. The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the same university. Notwithstanding anything contained in forgoing Para, shall be in contravention and in consistence with other examination ordinance or specific ordinance if any and stand independent.
13. In case of any dispute / ambiguity in semester system of examination / course the Vice Chancellor decision shall be final.

**14. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 64****CERTIFICATE COURSES**

This ordinance shall provide regulation of Sri Aurobindo University running Certificate course program in various subjects/ departments of Medicine, Dentistry, Nursing, Physiotherapy, Occupational therapy and Miscellaneous

**1. SHORT TITLE AND COMMENCEMENT:**

Keeping in view the explosion of knowledge in modern medicine, the University introduces a series of Certificate courses in different disciplines (speciality or sub-speciality), wherein suitable candidates will be imparted training in the concerned area. Through this Certificate courses, we hope to effectively give training to bring about change in the communities through better clinical practice.

The Courses shall be called as “**CERTIFICATE COURSES**” of the Sri Aurobindo University Indore, M.P.

The Regulations framed are subject to modification from time to time by the University Academic Board/apex body from time to time.

**2. AIMS & OBJECTIVE:**

The main aim of this certificate courses is to expose the eligible candidates to newer methods of skill oriented program in different disciplines. The program of study leading to career oriented certificate courses of Sri Aurobindo University shall have the status of Add-on skill oriented programs

**3. GENERAL PROVISIONS:**

- 3.1 The various trainings in certificate courses cannot be registered as qualifications by regulatory bodies
- 3.2 These training must be rendered to teach some Skill & develop competence in different disciplines the skill.

- 3.3 Candidates registering in these courses shall have to complete the predetermined period of training. In case the candidate leaves in between the certificate will not be issued.
- 3.4 The concerned department will provide a structured training program.
- 3.5 There will be a formal entrance examination conducted by University to pursue the mentioned Certificate courses.
- 3.6 Candidate will have to pay fees for these certificate courses which will be mentioned in a combined ordinances for University fees & structure (Ordinance no - 08).
- 3.7 Candidates involved in direct patient care will have to have regulatory approvals. Like they must be registered with MP State Medical Council with a valid registration number & additional degrees must be registered.

#### 4. LIST OF VARIOUS CERTIFICATE COURSES OFFERED BY SRI AUROBINDO UNIVERSITY

##### WITH ELIGIBILITY CRITERIA AND DURATION:

##### 4.1 POST-DOCTORAL CERTIFICATE COURSE:

Course Name	Eligibility	Subject of Specialization	Duration
PDCC in Cardiac-Anesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Neuro-Anesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Organ Transplant Anaesthesia	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatrics Endocrinology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Critical Care Medicine	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatric Gastroenterology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Laboratory Immunology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Infectious Diseases	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Nuclear Nephrology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Renal Pathology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Gastro-Radiology	Post MD/MS/DNB/DMRD in	Medicine	One year

	the required specialty		
PDCC in Neuro-Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Aphaeresis Technology and Blood Component Therapy	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Pain Management	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Haemato-Oncology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC Paediatrics Endocrinology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Paediatric ENT	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Interventional Radiology	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year
PDCC in Spine Surgery	Post MD/MS/DNB/DMRD in the required specialty	Medicine	One year

#### 4.2 BASIC CERTIFICATE-COURSES:

Course Name	Eligibility	Subject of Specialization	Duration
<b>Medical</b>			
Certificate Course in Paediatric Respiratory Disorders	MD /DCH/DNB Paediatrics Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Pulmonary Critical Care	MD/DNB Medicine Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Basic Infertility Management, including Endoscopy	MS/DNB (obst & Gyn ) or DGO Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Benign Hematology	MD (Pathology) / MD (Gen Medicine) /DCP/DNB Or Equivalent from recognized institute	Medicine	12 Months
Certificate Course in Clinical Nutrition	Bachelors or Master's Degree from Medicine Nursing , physiotherapy, dietetics, Public health professionals Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Critical Care Dialysis	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in	MBBS/ BAMS/ BHMS/ BUMS	Medicine	6 Months

Hypertension Management	Or Equivalent from recognized institute		
Certificate Course in Diabetic Foot Surgery	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Emergency Medical Services	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Epidemic Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Health Insurance	MBBS; BAMS; BHMS; BDS, BPTH, BOTh, B Sc (Nursing), BPO, M Sc (Med) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hepatology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Clinical Hematology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatology	MD (General Medicine) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in High Risk Obstetrics	MD/DGO/DNB(Obs & Gyn ) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Human Genetics ( Certificate Course in Human Genetics)	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Hyperbaric Medicine and Basic Wound Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Immunization	D C H , MBBS, BDS, BAMS, BUMS, BHMS.	Medicine	6 Months
Certificate Course in Infection Prevention & Control	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Intensive Cardiac Care	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Intensive Care in Obstetrics	MD/DGO/DNB(Obs & Gyn.) Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Laser Surgery in Urology	Post graduate in surgery M.S or D.N.B.	Medicine	6 Months

Certificate Course in Medical Genetics	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatal Intensive Care	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Neonatology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Operation Theater Technology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Radiography Technology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Reconstructive Urology	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Regional Anaesthesia	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Programme in Hair Restoration	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
International Postgraduate Paediatric Certificate (IPPC)	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Postgraduate Training Course in Colposcopy	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Training Programme on HIV & AIDS	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Training Programme on Medical Rehabilitation	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Basic Life Support	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Pain Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Patient Safety	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
Certificate Course in Disaster Management	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months



Certificate Course for Clinicians in Medico Legal Practices	MBBS/ BAMS/ BHMS/ BUMS Or Equivalent from recognized institute	Medicine	6 Months
<b>Physiotherapy</b>			
Certificate Course in Sports Physiotherapy	BPT	Physiotherapy	12 Months
<b>Dental</b>			
Post Graduate Certificate Course in Oral Implantology	BDS/MDS	Dental	12 Months
<b>Nursing</b>			
Certificate Course in Cardiovascular and Thoracic Nursing	B.Sc /M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Oncology Nursing	B Sc /M.Sc Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Renal Nursing	B Sc /M Sc Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Wound Care Nursing	B.Sc /M Sc Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Child Health Nursing	B Sc /M Sc Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Medical Surgical Nursing	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Community Health Nursing	B Sc /M Sc Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Obstetrics and Gynecology Nursing	B.Sc /M Sc Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Psychiatry Nursing	B.Sc /M Sc Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Critical Care Nursing	B Sc /M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Nursing Practitioner	B.Sc./M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months

Certificate Course in Orthopedic and Rehabilitation	B Sc./M Sc Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Neonatal Care Nursing	B Sc /M.Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Oncology Nursing	B.Sc./M Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Mental Health Nursing	B Sc./M Sc. Nursing OR Equivalent from recognized institute	Nursing	6 Months
Certificate Course in Nursing Administration	B Sc./M.Sc Nursing OR Equivalent from recognized institute	Nursing	6 Months
<b>Certificate/PG Diploma/Diploma/ Miscellaneous</b>			
Certificate Course in NABH	Bachelors or Master's Degree from Medicine, Dental, Nursing, physiotherapy, dietetics, Public health professionals, MBA/ BBA in H.A. Or Equivalent from recognized institute	Miscellaneous	12 Months
Certificate Course in Sustainable development, Environmental Auditing & Environmental Impact Assessment	Science Graduate or Equivalent from recognized institute	Medical/Management and Other	6 Months
PG Diploma in Sustainable development, Environmental Auditing & Environmental Impact Assessment	Science Graduate or Equivalent from recognized institute	Medical/Management and Other	One Year
Post Graduate Diploma in Medico Legal System	Any Graduate	Medical/Law and Other	One Year

#### 5. ENTRY EXAMINATIONS FOR CERTIFICATE COURSES:

- 5.1 There shall be Entrance Examination which will be conducted by Controller of Examinations as per University norms.
- 5.2 Entrance exam will be multiple choice type questions with one paper of 100 questions. The questions will be prepared from any External source as per

University policy. Candidates will be selected in respective certificate courses as per the merit list of theory exam. No interview will be conducted.

**6. EXIT EXAM FOR CERTIFICATE COURSES:**

- 6.1 For appearing in the exit examination the candidate should have an attendance of least 80% to be certified by the course coordinator and Head of Department. The course coordinator and HOD have also to certify that the candidate has learnt the skills for which the candidate had been enrolled.
- 6.2 There will be no theory exam.
- 6.3 For Practical examination there shall be two examiners. One internal & one external examiner. To pass the exit exam, candidate has to secure minimum 50% marks in practical examination.
- 6.4 At the end of examination the result will be declared by the controller of Examination and will be displayed at University website/as decided by University norms.
- 6.5 If the candidate fails in the exam, then he/she shall be allowed to appear in the next two regular exams maximally and the Examination fee again will be deposited each time by the candidate.

**7. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / Constituent College/Schools. The decision of the Vice Chancellor shall be final.

**SRI AUROBINDO UNIVERSITY, INDORE****ORDINANCE NO. 65****BACHELOR OF VOCATIONAL STUDIES (B.VOC.)**

(3-Year Program)

**1. NAME OF PROGRAM & APPLICABILITY**

- 1.1 3- Year Bachelor of Vocational Education (B.Voc.) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authority. The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M P.
- 1.2 Name of Faculty Board of Studies is School of Vocational Studies and the Department shall be Department of Vocational Studies
- 1.3 The degree will include areas of study/subjects/specializations as recommended by the Academic Council and concerned Board of Studies of the University.

**2. ELIGIBILITY FOR ADMISSION**

- 2.1 The minimum qualification for admission for admission shall be 10+2 pass from a recognized Board (PCM is compulsory for Engineering courses, and stream for Non-Engineering Courses)
- 2.2 Candidate who has qualified Certificate Level 4 from any Recognized Technical/Skill/Vocational board is also eligible for admission to relevant B.Voc. course
- 2.3 Not with standing anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Board of Management and the Academic Council from time to time, in accordance with the concerned regulatory authority/University
- 2.4 Admission shall be according to the criteria made by the Admission Committee and the concerned regulatory authority.

**3. CRITERIA FOR SELECTION:**

Admission shall take place on the criteria of Regulatory body Norms/University from time to time

**4. INTAKE & FEES:**

4.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. COMMENCEMENT AND DURATION**

5.1 Scheduled period for the completion of B.Voc Program is 3 years.

5.2 Maximum duration of Program completion is 6 years or as per University Policy.

5.3 Each Academic year shall comprise of 2 semesters each.

5.4 The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances

5.5 Each semester shall be spread over not less than 90 teaching days

5.6 Ten day vacation as semester break shall be granted to the students between two semesters

**6. MEDIUM OF INSTRUCTION**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**7. ATTENDANCE**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester or as per University policy.

**8. EXAMINATIONS:**

- 8.1 Internal Assessment shall be based on class work/assignments/attendance
- 8.2 Mid. Sem. or Half yearly examination : One half yearly exam in case of yearly exam and two mid semester examinations shall be conducted in each semester and marks of the best of two will be considered for the final result of that semester.
- 8.3 University Examination shall be conducted as per Ordinance No. 04.

**9. ASSESSMENT SYSTEM**

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per regulatory authority guidelines, taking into consideration, the recommendations of the concerned statutory professional council

**10. DEGREE/GRADE SHEET**

- 10.1 Student shall be declared eligible for the award of the three year Degree, if he/she fulfills all requirements set by Regulatory Authority.
- 10.2 Students shall be eligible for award of Degree subject to passing the program and all courses within the stipulated time period

**11. GENERAL INSTRUCTIONS**

- 11.1 Board of Management of the University shall be the competent authority to make decisions on the matters which are not covered in this ordinance
- 11.2 The subject to be studied in the different semesters includes industrial training, projects, etc shall be as per the University schemes, approved by Board of Studies and the board of Management of the University and in accordance with the norms of concerned regulatory authority.
- 11.3 Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned Department. The decision of the Vice-Chancellor shall be final.
- 11.4 The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**SRI AUROBINDO UNIVERSITY, INDORE**  
**ORDINANCE NO. 66**  
**MASTER OF VOCATIONAL STUDIES (M.VOC.)**  
(2-Year Program)

**1. NAME OF PROGRAM & APPLICABILITY**

- 1.1 2- Year Master of Vocational Education (M.Voc.) Degree Program shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned regulatory authority. The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M P
- 1.2 Name of Faculty/ Board of Studies Vocational Studies and the Department shall be Department of Vocational Studies

**2. ELIGIBILITY FOR ADMISSION:**

- 2.1 Candidates possessing following minimum qualification shall be eligible for admission  
B.Voc/Graduate in any discipline from any recognized University, with minimum marks as prescribed by concerned regulatory authority/University.
- 2.2 Not with standing anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Board of management and the Academic Council from time to time, in accordance with the concerned regulatory authority.
- 2.3 Admission shall be according to the criteria made by the Admission Committee and the concerned regulatory authority/University.

**3. CRITERIA FOR SELECTION:**

Admission shall take place on the criteria of Regulatory body Norms/University from time to time.

**4. INTAKE & FEES:**

- 4.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
- 4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. COMMENCEMENT AND DURATION:**

- 5.1 Scheduled period for the completion of M.Voc Program is 2 years
- 5.2 Maximum duration of Program completion is 4 years or as per University Policy.
- 5.3 Each Academic year shall comprise of 2 semesters each
- 5.4 The Programs shall generally commence in July/August every year Barring exceptional circumstances
- 5.5 Each semester shall be spread over not less than 90 teaching days
- 5.6 Ten day vacation as semester break shall be granted to the students between two semesters.

**6. MEDIUM OF INSTRUCTION:**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**7. ATTENDANCE:**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester or as per University policy.

**8. Examinations**

- 8.1 Internal Assessment shall be based on class work/assignments/attendance.
- 8.2 Mid Sem or Half yearly examination : One half yearly exam in case of yearly exam and two mid semester examinations shall be conducted in each semester



and marks of the best of two will be considered for the final result of that semester.

8.3 University Examination shall be conducted as per Ordinance No. 04

**9. ASSESSMENT SYSTEM:**

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per regulatory authority guidelines, taking into consideration, the recommendations of the concerned statutory professional council or as per university examination guidelines

**10. DEGREE/GRADE SHEET**

- 10.1 Student shall be declared eligible for the award of the three year Degree, if he/she fulfills all requirements set by Regulatory Authority.
- 10.2 Students shall be eligible for award of Degree subject to passing the program and all courses within the stipulated time period.

**11. GENERAL INSTRUCTIONS**

- 11.1 Board of Management of the University shall be the competent authority to make decisions on the matters which are not covered in this ordinance
- 11.2 The subject to be studied in the different semesters includes industrial training, projects, etc. shall be as per the University schemes, approved by Board of Studies and the board of Management of the University and in accordance with the norms of concerned regulatory authority
- 11.3 Not with standing anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice- Chancellor may take a decision after obtaining, if necessary the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned Department. The decision of the Vice-Chancellor shall be final
- 11.4 The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India

**भाग ४ ( ग )****विधि और विधायी कार्य विभाग****उच्च न्यायालय, मध्यप्रदेश, जबलपुर**

Jabalpur, the 3rd July 2021

No D-2123 —In exercise of the powers conferred by sub-section (1) and (2) of Section 39 of Gram Nyayalayas Act, 2008, the High Court of Madhya Pradesh, do hereby makes the following amendments in Madhya Pradesh Gram Nyayalayas Rules, 2013. namely —

**AMENDMENTS**

In the said rules,—

- 1 After Rule 10, the following rule shall be added, namely,—

**“10-A. Conciliation:—**

Gram Nyayalaya shall initially endeavour to bring an amicable settlement between the parties.

After appearance of the parties, or at any appropriate stage thereafter, where it is possible to do so consistent with the nature and circumstances of the case, the Nyayadhikari shall persuade, the parties for conciliation

Furthermore, if, Nyayadhikari is of the view at any stage of the case that there is reasonable possibility of a settlement between the parties, he shall refer the matter to one or more conciliator for effecting the settlement between the parties and adjourn the proceeding for such period as he deems fit to make attempt for settlement.

Conciliator shall submit his report within three weeks from the date of his appointment, unless the time period is extended by the Nyayadhikari

If the parties arrive at a settlement before the conciliator relating to the suit, claim or dispute any part thereof, such settlement shall be reduced to writing, signed by both the parties and countersigned by the conciliator ”

- 2 In Rule 11,—

- (i) In the beginning of Rule 11, the heading “**Qualification of Conciliators:—**” shall be inserted
- (ii) In Rule 11(c)(i)(A), the figure “40” shall be replaced by the figure “25”.
- (iii) In Rule 11(c) (i), after (C), the following shall be inserted, namely;—

“OR

- (D) Community mediation volunteers of the local area

OR

(E) Any peoples representative of the Gram Panachayat.

OR

(F) Institution, which are themselves experts in conciliation and have been recognized as such by the District Magistrate

OR

(G) Any person of the locality who may be a trained Conciliator.

OR''

(iv) After inserting aforesaid sub-clause (G), sub-clause "(D)" shall be renumbered as "(H)".

(v) After Rule 11 (c) (ii)(E), following shall be inserted —

“(iii) All the Conciliators as empanelled shall normally be for a period of 3 years from the date of empanelment and further, extension of their tenure shall be at the discretion of the District and Session Judge of concerning District

(iv) In exceptional cases, the Gram Nyayadhikari may also appoint a Conciliator who is not necessarily from the panel of Conciliators nor bear the qualifications but should not be a person who suffers from the disqualifications referred to in Rule 11.

(v) If any empanelled conciliator incurs any disqualification he can be removed from the empanelment after issuance show-cause notice and receipt of reply within 7 days, if any, by the empanelling authority/ appointing authority ”

3 After Rule 18, the following Rules 19, 20, 21, 22, 23, 24, 25 and 26 shall be added, namely,—

**“19. Ethics and code of conduct for Conciliator.**—The Conciliator shall follow and observe these Rules strictly and with due diligence

(1) Not indulge in conduct unbecoming of a conciliator.

(2) Up hold the integrity and fairness of the Conciliation process

(3) Ensure that the parties involved in the Conciliation are fairly informed and have an adequate understanding of the procedural aspects of the conciliation process.

(4) While communicating with the parties avoid any impropriety or appearance of impropriety.

(5) The conciliator must avoid conciliating in cases where they have direct personal, professional or financial interest in the outcome of the dispute. If the conciliator has any indirect interest, he is bound to disclose to the parties such indirect interest at the earliest opportunity and he shall not conciliate in the case unless the parties specifically agree to accept him as conciliator, despite such indirect interest.

(6) Where the conciliator is an advocate, he shall not appear for any of the parties in respect of the dispute which he had conciliated.

(7) Conciliators have a duty to know the limits of their competence and ability in order to avoid taking on assignments which they are not equipped to handle.

- (8) Conciliators have a duty to remain neutral throughout the Conciliation.
  - (9) Conciliators must respect the voluntary nature of Conciliation and must recognize the rights of the parties to withdraw from the Conciliation at any stage
  - (10) Conciliation being confidential in nature, a conciliator shall be faithful to the confidentiality reposed in him.
  - (11) Conciliator has a duty to encourage the parties to make their own decisions both individually and collectively about the resolution of the dispute, rather than imposing his own ideas on the parties. Self determination is the essence of the Conciliation process.
  - (12) Settlement of dispute must be based on informed consent.
  - (13) Conduct all proceeding relating to the resolution of dispute in accordance with the law
  - (14) Conciliator must refrain from promises or guarantee of results
- 20. Gram Nyayalaya to dispose of proceedings:** (1) Upon submission of the report by the Conciliator/ Conciliators, the Gram Nyayalaya shall take up the matter for hearing on a date fixed therefor and shall pronounce the judgment or order in terms thereof unless it considers the terms of the settlement unconscionable or illegal
- (2) If on the date fixed for hearing parties or any one of them fail to appear, the Gram Nyayalaya shall proceed to dispose of the proceeding in one of the modes prescribed in that behalf under Order IX of the Code of Civil Procedure and pass such order as it deems fit
  - (3) If the parties do not settle their dispute, or where the terms of settlement appears to be unconscionable or illegal, the Gram Nyayalaya shall proceed to hear and dispose of the matter on merits in accordance with law
- 21. Place of sitting** The place of sitting shall be as directed by the Gram Nyayadhikari, taking into consideration, the convenience of the parties
- 22. Control** Conciliator will work under the control of the Gram Nyayadhikari of that area.
- 23. Records:** The Gram Nyayadhikari will maintain the register of all matters referred and response received from the Conciliators.
- 24. Remuneration** . The remuneration shall be paid as prescribed by the State Government.
- 25. Training :** The Conciliators will be imparted with 20 Hrs. training by MPSSLA. The Volunteers/ Conciliators will be taught basic concept of conciliation to be nabled them to act as Conciliator.
- 26. Duty of Conciliator to disclose certain facts :**
- (1) When a person is approached in connection with his proposed appointment as Conciliator, he shall disclose any circumstances likely to give rise to a reasonable doubt as to his independence or impartiality.
  - (2) Every Conciliator shall from the time of his appointment and throughout continuance of the conciliation proceedings, without delay, disclose to the parties, about the existence of any circumstance referred to in sub-rule (1).''

RAJENDRA KUMAR VANI, Registrar General.

जबलपुर, दिनांक 19 जुलाई 2021

No. A-2300.—सूचना का अधिकार अधिनियम, 2005 की धारा 28 की उपधारा (1) के अन्तर्गत प्रदत्त शक्तियों के प्रयोग में, मध्यप्रदेश उच्च न्यायालय के मुख्य न्यायाधीपति (सक्षम प्राधिकारी), एतद्द्वारा निम्नलिखित नियम बनाते हैं:—

### नियम

1. **संक्षिप्त नाम और प्रारंभ.**—(1) ये नियम मध्यप्रदेश अधीनस्थ न्यायालय (सूचना का अधिकार) नियम, 2020 कहे जाएंगे.

(2) ये राजपत्र में उनके प्रकाशन की तारीख से प्रवृत्त होंगे.

2. **परिभाषाएं.**—(1) इन नियमों में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो—

(क) 'अधिनियम' से सूचना का अधिकार अधिनियम, 2005 (2005 का संख्यांक 22) अभिप्रेत है.

(ख) 'अपीलीय प्राधिकारी' से मध्यप्रदेश के अधीनस्थ न्यायालयों के लिए मध्यप्रदेश के उच्च न्यायालय के मुख्य न्यायाधीश द्वारा इस रूप में पदाभिहित प्राधिकारी अभिप्रेत है

(ग) 'प्राधिकृत व्यक्ति' से उच्च न्यायालय द्वारा लोक सूचना अधिकारी और सहायक लोक सूचना अधिकारी के रूप में पदाभिहित व्यक्ति अभिप्रेत है.

(घ) 'प्ररूप' से इन नियमों में अनुलग्न प्ररूप अभिप्रेत है.

(ङ) 'धारा' से अधिनियम की धारा अभिप्रेत है.

(2) इन नियमों में प्रयुक्त लेकिन परिभाषित नहीं किये गए शब्द और अभिव्यक्तियों का वही अर्थ होगा जो उन्हें अधिनियम में दिया गया है.

3. **सूचना की मांग के लिए आवेदन.**—(1) अधिनियम के अंतर्गत सूचना मांगने वाला कोई भी व्यक्ति प्राधिकृत व्यक्ति को प्ररूप "क" में आवेदन करेगा तथा प्राधिकृत व्यक्ति को नियम 7 के अनुसार आवेदन शुल्क जमा करेगा. प्राधिकृत व्यक्ति आवेदन को विधिवत रूप से अभिस्वीकृत करेगा जैसा प्ररूप "ख" में दिया गया है. मध्यप्रदेश उच्च न्यायालय की वेबसाइट के माध्यम से आवेदन ऑनलाइन भी किया जा सकता है.

ऐसे ऑनलाइन आवेदन की अभिस्वीकृति ऑनलाइन एवं एसएमएस के द्वारा प्रदान की जाएगी.

(2) प्रत्येक आवेदन सूचना के केवल एक विशेष मद के लिए किया जाएगा.

(3) लोक प्राधिकारी एक पंजी/ऑनलाइन स्टेटस संधारित करेगा जिसमें प्ररूप "ग" में दर्शाई सूचना शामिल होगी.

4. **प्राधिकृत व्यक्ति के द्वारा आवेदन का निराकरण.**—(1) यदि किसी आवेदक द्वारा मांगी गई सूचना किसी अन्य लोक प्राधिकारी के पास है अथवा जिसकी विषयवस्तु किसी अन्य लोक प्राधिकारी के कार्यों से अधिक निकटता से जुड़ी हुई है, तो ऐसा आवेदन अथवा उसका ऐसा भाग उस लोक प्राधिकारी को अंतरित कर दिया जाएगा एवं आवेदक को उसके आवेदन को उस लोक प्राधिकारी को अंतरित करने के बारे में सूचित किया जाएगा, आवेदन का ऐसा अंतरण आवेदन प्राप्त होने के दिनांक से पांच दिवस के भीतर किया जाएगा. ऑनलाइन प्राप्त आवेदन किसी अन्य लोक प्राधिकारी को ऑनलाइन/ऑफलाइन तरीके से, जैसा मामला हो अंतरित किया जा सकता है.

(2) यदि अनुरोधित सूचना प्राधिकृत व्यक्ति की अधिकारिता में आती है तथा अधिनियम की धारा 8 एवं 9 में सूचीबद्ध प्रतिबंधों की एक या अधिक श्रेणियों में भी आती है, तो प्राधिकृत व्यक्ति, संतुष्ट होने पर, यथासाध्य शीघ्रता से, सामान्यतः पंद्रह दिनों के भीतर एवं आवेदन प्राप्ति की तिथि से तीस दिवस बाद नहीं, प्ररूप "डू" से खारिजी आदेश जारी करेगा। ऐसे मामले में जमा किया गया आवेदन शुल्क वापस नहीं किया जाएगा।

परंतु ऑनलाइन आवेदन के मामले में 'खारिजी आदेश' ऑनलाइन जारी किया जा सकता है।

(3) यदि निवेदित सूचना प्राधिकृत व्यक्ति के क्षेत्राधिकार में आती है, किन्तु अधिनियम की धाराओं 8 व 9 में सूचीबद्ध श्रेणियों के एक अथवा अधिक में नहीं। प्राधिकृत व्यक्ति, संतुष्ट होने पर, उसके क्षेत्राधिकार में आने वाली सूचना को प्ररूप "च" में आवेदक को देगा, ऐसे प्रकरण में जहां मांगी गई जानकारी आंशिक रूप से प्राधिकृत व्यक्ति के क्षेत्राधिकार से बाहर की है अथवा अंशतः अधिनियम की धाराओं 8 एवं 9 में सूचीबद्ध श्रेणियों में आती है। प्राधिकृत व्यक्ति मात्र ऐसी सूचना प्रदान करेगा जैसा कि अधिनियम के अधीन एवं उसके स्वयं के क्षेत्राधिकार के भीतर अनुज्ञेय है एवं शेष भाग को उसका कारण देते हुए अस्वीकार करेगा।

(4) सूचना, यथासंभव यथाशीघ्र, सामान्य रूप से 15 दिनों के भीतर व किसी भी स्थिति में आवेदन प्राप्त होने की तारीख से 30 दिनों के भीतर शेष राशि यदि कोई हो, प्राधिकृत व्यक्ति के पास जमा करने पर प्रदान की जायेगी। ऑनलाइन आवेदन के मामले में, जहां संभव हो, जानकारी ऑनलाइन प्रदान की जा सकती है।

#### 5. अपील — (1) कोई व्यक्ति,—

(क) जो प्ररूप 'क' की प्रस्तुति के तीस दिवसों के भीतर प्राधिकृत व्यक्ति से प्ररूप 'घ' अथवा प्ररूप 'डू' में उत्तर पाने में असफल होता है, अथवा

(ख) विहित अवधि के भीतर प्राप्त उत्तर से क्षुब्ध होता है तो वह अपीलीय प्राधिकारी के समक्ष प्ररूप 'छ' में अपील प्रस्तुत कर सकेगा एवं नियम 7 के अनुसार अपीलीय प्राधिकारी के समक्ष शुल्क जमा कर सकेगा। यदि सुविधा उपलब्ध हो तो अपील, अपीलीय प्राधिकारी के समक्ष ऑनलाइन प्रस्तुत की जा सकेगी

(2) अपील प्राप्त होने पर, अपीलीय प्राधिकारी अपील प्राप्ति की पावती देगा और अपीलकर्ता को सुनवाई का अवसर देने के पश्चात्, अपील प्राप्त होने के 30 दिनों के भीतर या उसके संस्थित होने से 45 दिनों से अधिक विस्तारित न होने वाली अवधि के भीतर, जैसी भी स्थिति हो, अपील का निराकरण करेगा और आदेश की एक प्रति अपीलकर्ता को और प्राधिकृत व्यक्ति को भेजेगा।

(3) यदि अपील अनुज्ञात की जाती है, तो अपील प्राधिकारी द्वारा आदेशित अवधि के अंदर प्राधिकृत व्यक्ति द्वारा आवेदक को सूचना की आपूर्ति की जाएगी। यह अवधि आदेश प्राप्त होने की तिथि से तीस दिनों के बाद की नहीं होगी।

(4) अपीलीय प्राधिकारी अपने कार्यालय में एक रजिस्टर/ऑनलाइन स्टेटस संधारित करेगा, जिसमें प्ररूप 'ज' में दर्शित सूचना होगी।

6. सूचना का लोक प्राधिकारियों द्वारा स्वप्रेरणा से प्रकाशन.—(1) लोक प्राधिकारी, पुस्तिकाएं और/या फोल्डर और/या पैम्फलेट प्रकाशित करके अधिनियम की धारा 4 की उप-धारा (1) के अनुसार सूचना प्रकाशित कर सकेगा और अधिनियम की धारा 4 की उप-धारा (1) के अनुसार इन प्रकाशनों को प्रत्येक वर्ष अद्यतन कर सकेगा।

(2) ऐसी सूचना, सूचना कांडटर्ग, इंटरनेट के माध्यम से और प्राधिकृत व्यक्ति के कार्यालय और अपीलीय प्राधिकारी के कार्यालय में सहजदृश्य स्थानों पर सूचना पटल पर प्रदर्शित करके भी जन-सामान्य के लिए उपलब्ध करायी जा सकेगी।

7. शुल्क प्रभार किया जाना.—(1) प्राधिकृत व्यक्ति कोषागार शीर्ष "0070 अन्य प्रशासनिक सेवाओं" के तहत या ऑनलाइन पोर्टल ([www.mphc.gov.in/e-rti](http://www.mphc.gov.in/e-rti)) के माध्यम से गैर-न्यायिक स्टाम्प के रूप में या कोषागार चालान (साइबर कोषागार चालान शामिल) द्वारा निम्न दरों पर शुल्क प्रभार करेगा:—

## (अ) आवेदन शुल्क:—

(i) निविदा दस्तावेजों/बोलियां/ कोटेशन/ व्यवसाय संविदा से संबंधित सूचना : पाँच सौ रुपये प्रति आवेदन

(ii) उपरोक्त (i) के अलावा अन्य सूचना : पचास रुपये प्रति आवेदन

## (ब) अन्य शुल्क:—

क्रमांक (1)	सूचना का विवरण (2)	मूल्य/शुल्क रुपये में (3)
1	जहाँ सूचना मूल्य प्रकाशन के रूप में उपलब्ध है.	इस प्रकार नियत किया गया प्रकाशन मूल्य.
2	मूल्य प्रकाशन रूप्यों के अलावा अन्य के लिये.	दस्तावेजों के मामले में प्रति पृष्ठ पाँच रुपये और अन्य माध्यम के मामले में लागत मूल्य.
3	अभिलेख के निरीक्षण के लिये (न्यायिक अभिलेख के अलावा)	प्रत्येक अभिलेख के निरीक्षण के लिये 25 रुपये प्रति घंटा या उसके आंशिक भाग लेकिन किसी भी मामले में 25 रुपये से कम नहीं होगा.

(2) अपीलीय प्राधिकारी कोषागार शीर्ष "0070 अन्य प्रशासनिक सेवाओं" के तहत या ऑनलाइन पोर्टल ([www.mphe.gov.in/e-rti](http://www.mphe.gov.in/e-rti)) के माध्यम से गैर-न्यायिक स्टाम्प के रूप में या कोषागार चालान (साइबर कोषागार चालान शामिल) द्वारा प्रति अपील 50/- का देय शुल्क वसूल करेगा.

परन्तु ऐसा कोई शुल्क ऐसे व्यक्तियों से नहीं लिया जायेगा, जो कि गरीबी रेखा के नीचे है, जैसा कि राज्य सरकार द्वारा निर्धारित किया जावे.

8. (1) राज्य लोक सूचना अधिकारी ऐसी कोई जानकारी प्रदान करने के लिये उत्तरदायी नहीं होगा जो कि व्यवहार न्यायालय नियम, 1961 के अध्याय 23 और नियम व आदेश (आपराधिक) के अध्याय 27 के प्रावधानों के अंतर्गत प्राप्त की जा सकती है.

(2) अपीलीय प्राधिकारी किसी व्यक्ति से अभिलेख का निरीक्षण करने के किसी भी आवेदन पर विचार नहीं करेगा जिसका निरीक्षण व्यवहार न्यायालय नियम, 1961 के अध्याय 17 और नियम व आदेश (आपराधिक) के अध्याय 21 के प्रावधानों के अंतर्गत किया जा सकता है.

प्ररूप 'क'  
सूचना प्राप्त करने के लिये आवेदनपत्र  
{ नियम 3 (1), देखें }

आई.डी.नं. ....  
(कार्यालयीन उपयोग हेतु)

प्रति,

प्राधिकृत व्यक्ति

.....

स्वप्रमाणित  
छायाचित्र

1. (अ) आवेदक का नाम:— .....
- (ब) पिता का नाम:— .....
- (स) आयु:— .....
- (द) व्यवसाय:— .....
2. पता:— .....
3. सूचना का विवरण:— .....
- (अ) संबंधित विभाग .....
- (ब) अपेक्षित सूचना की विशिष्टियाँ .....
- (i) अपेक्षित सूचना का विवरण:— .....
- .....
- .....
- .....
- .....
- .....
- (ii) अवधि जिसके लिये सूचना मांगी .....
- गयी है.
- (iii) अन्य विवरण, यदि कोई हो:— .....



4. मैं कहता हूँ कि मांगी गई जानकारी अधिनियम की धारा 8 और 9 में निहित प्रतिबंधों के अंतर्गत नहीं आती है और मेरी जानकारी के अनुसार यह आपके कार्यालय से संबंधित है।
5. आवेदन शुल्क रुपये ..... इसके साथ गैर-न्यायिक स्टाम्प/कोषालय चालान संख्या नं. .... दिनांक .....  
...../ऑनलाइन भुगतान, रसीद के रूप में, संलग्न किया गया है।

स्थान:—

दिनांक:—

आवेदक के हस्ताक्षर  
ई-मेल पता (यदि कोई हो)  
दूरभाष क्र. (कार्यालय) .....  
(निवास) .....

नोट:—

- (i) प्ररूप "क" को भरने में प्राधिकृत व्यक्ति द्वारा उचित सहायता प्रदान की जा सकती है।
- (ii) कृपया सुनिश्चित करें कि प्ररूप "क" सभी प्रकार से पूर्ण हैं और आवश्यक जानकारी का विवरण प्रदान करने में कोई अस्पष्टता नहीं है।

**प्ररूप 'ख'**  
**प्ररूप "क" के आवेदन की अभिस्वीकृति**  
**{ नियम 3 (1), देखें }**

आई.डी.नं. ....

दिनांक .....

1. सूचना का अधिकार अधिनियम, 2005 की धारा ..... के तहत श्री/श्रीमती/कु. ....  
..... निवासी ..... से प्ररूप "क" में एक आवेदन प्राप्त हुआ।
2. सूचना सामान्यतः 15 दिनों के भीतर और किसी भी स्थिति में आवेदन प्राप्त की तारीख से 30 दिनों के अंदर दी जाना प्रस्तावित है। यदि यह पाया जाता है कि चाही गई सूचना प्रदान नहीं की जा सकती है तो उसका कारण बताते हुए अस्वीकृति पत्र जारी किया जायेगा।
3. आवेदक को शेष शुल्क, यदि कोई हो, सूचना एकत्र करने से पूर्व प्राधिकृत व्यक्ति के पास जमा करना होगा।

स्थान:— .....

दिनांक:— .....

प्राधिकृत व्यक्ति के  
हस्ताक्षर एवं सील

**प्ररूप 'ग'**  
**लोक प्राधिकारी का रजिस्टर**  
**{ नियम 3 (3) देखें }**

आवेदन पंजीकरण संख्या (1)	आवेदन प्राप्त होने की तिथि (2)	आवेदक का नाम एवं पता (3)	आवेदक की उपस्थिति की तिथि (4)	चाही गई सूचना का विवरण (5)
सूचना का स्रोत (6)	संबंधित कार्यालय को आवेदन प्रेषित करने की तिथि (7)	सूचना प्राप्त होने की तिथि (8)	आवेदन के निराकरण की तिथि (9)	आवेदन पर लोक सूचना अधिकारी का निष्कर्ष (10)
आवेदन पर प्रभारित शुल्क का विवरण (11)	आवेदक के हस्ताक्षर (12)	प्रथम अपील का आदेश (13)	द्वितीय अपील का आदेश (14)	टिप्पणी (15)

**प्ररूप 'घ'**  
**प्राधिकृत व्यक्ति की अधिकारिता के बाहर**  
**{ नियम 5 (1) (क) देखें }**

प्रेषक,

विशेष लोक सूचना अधिकारी,

प्रेषित,

..... (लोक प्राधिकारी/लो.सू.अधि.)

विषय:—सूचना का अधिकार अधिनियम, 2005 के अंतर्गत आवेदन.

महोदय/महोदया,

.....  
.....

अधोहस्ताक्षरकर्ता द्वारा ..... से प्राप्त एवं आई.डी. संख्या ..... दिनांक ..... के रूप में पंजीकृत आवेदन दिनांक ..... की प्रति, सूचना का अधिकार अधिनियम, 2005 की धारा 6(3) के अधीन बिन्दु संख्या ..... पर/ अथवा मैं आपकी ओर से उचित कार्यवाही हेतु अंतरित की जाती है एवं सूचना यदि ग्राह्य हो, तो अधोहस्ताक्षरकर्ता को सूचित करने के अधीन सीधे आवेदक को प्रदान की जा सकती है.

यदि यह आपकी अधिकारिता में नहीं आता है, तो आवेदक को सूचित करने के अधीन वह आगे संबंधित लोक प्राधिकारी को अंतरित की जावे.

आवेदक ने अपेक्षित आवेदन शुल्क इस रजिस्ट्री में जमा करा दिया है.

संलग्न:—उपरोक्तानुसार

प्राधिकृत व्यक्ति

प्रतिलिपि:— ..... को मामले में आगामी सूचना के लिए उक्त प्राधिकारी से संपर्क करने के अनुरोध के साथ.

प्राधिकृत व्यक्ति

**प्ररूप 'ड'**  
**खारिजी आदेश**  
**{ नियम 5 (1) (क) देखें }**

सं. .... /

दिनांक .....

प्रति,

महोदय/महोदया,

.....  
.....  
.....

कृपया. .... पर सूचना आपूर्ति किये जाने के संबंध में अधोहस्ताक्षरकर्ता को संबोधित अपने आवेदन, आई. डी.  
नं. .... दिनांक ..... का संदर्भ लें.

(1) चाही गई सूचना निम्नलिखित कारणों से प्रदान नहीं की जा सकती:—

(i) .....

(ii) .....

(2) सूचना का अधिकार अधिनियम, 2005 की धारा 19 के अनुसार, आप इस आदेश के जारी होने के 30 दिनों के भीतर अपीलीय प्राधिकरण को अपील प्रस्तुत कर सकते हैं.

आपका विश्वासी,

प्राधिकृत व्यक्ति

**प्ररूप 'च'**  
**आवेदक को सूचना प्रदान करने का प्रपत्र**  
**{ नियम 4(3) देखें }**

क्रं. .... /

दिनांक .....

प्रति,

महोदय/महोदया,

.....  
.....  
.....

कृपया. .... पर सूचना प्रदान किए जाने के संबंध में अधोहस्ताक्षरकर्ता को संबोधित अपने आवेदन आई. डी.  
क्र. .... दिनांक ..... का संदर्भ लें.

## 1. चाही गई सूचना संदर्भ के लिए संलग्न.\*

अथवा

निम्न आंशिक सूचना संलग्न की जा रही है \*

(i) .....

(ii) .....

अन्य पहलुओं के बारे में शेष सूचना की आपूर्ति निम्नलिखित कारणों से नहीं की जा सकती:—

(i) .....

(ii) .....

(iii) .....

## 2. निवेदित सूचना इस प्राधिकृत व्यक्ति के क्षेत्राधिकार में नहीं आती है.\*

3. आप सूचना का अधिकार अधिनियम, 2005 की धारा 19 के अधीन इस आदेश के जारी होने की तिथि से 30 दिवसों के भीतर अपीलीय प्राधिकारी के समक्ष अपील प्रस्तुत कर सकते हैं.\*

आपका विश्वासी,

प्राधिकृत व्यक्ति

\*लागू नहीं होने पर काटें

प्ररूप 'छ'

सूचना का अधिकार अधिनियम, 2005 की धारा 19 के अंतर्गत अपील  
{ नियम 5 (1) (ख) देखें }

प्रति,

आई.डी.क्र. ....  
(केवल कार्यालयीन उपयोग हेतु)

अपीलीय प्राधिकारी,

पता : .....

1. (क) आवेदक का नाम:— .....
- (ख) पिता का नाम:— .....
- (ग) आयु:— .....
- (घ) व्यवसाय:— .....

2. पता:— .....
3. प्राधिकृत व्यक्ति का विवरण .....
- (क) नाम:— .....
- (ख) पता:— .....
4. प्ररूप 'क' में आवेदन के प्रस्तुति की तिथि:— .....
5. प्ररूप 'क' की प्रस्तुति से 30 दिन पूर्ण होने की तिथि:— .....
6. अपील के कारण .....
- (क) प्ररूप 'क' की प्रस्तुति के 30 दिनों के अंदर प्ररूप 'ख' या 'ग' में कोई उत्तर प्राप्त नहीं [5(1)(क)]:— .....
- (ख) विहित अवधि में प्राप्त उत्तर से व्यथित [5 (1) (ख)] (उत्तर प्राप्ति की प्रति संलग्न की जाए):— .....
- (ग) अपील के आधार:— .....
7. अपील प्रस्तुत करने हेतु अंतिम तिथि:— [देखें नियम 5(3)] .....
8. सूचना की विशिष्टियाँ:— .....
- (i) अनुरोध की गई सूचना:— .....
- (ii) विषय:— .....
- (iii) अवधि:— .....
9. अपील हेतु रुपये 50/- का शुल्क गैर-न्यायिक स्टाम्प/कोषालय चालान क्र. .... दिनांक ...../ ऑनलाइन संदत्त, के रूप में संलग्न है, रसीद संलग्न.

स्थान:—

दिनांक:—

अपीलार्थी के हस्ताक्षर .....

ई-मेल पता, यदि कोई हो .....

दूरभाष क्र. (कार्यालय) .....

(निवास) क्र. ....

मोबाइल क्र. ....

## अभिस्वीकृति

आई. डी. क्र. .... दिनांक .....

श्री/सुश्री . . . . . निवासी . . . . . से सूचना  
के अधिकार अधिनियम, 2005 की धारा 19 के अंतर्गत अपील आवेदन प्राप्त किया।

प्राप्ति लिपिक के हस्ताक्षर . . . . .

अपील प्राधिकारी . . . . .

दूरभाष क्रमांक . . . . .

ई-मेल पता/वेब साइट . . . . .

## प्ररूप 'ज'

अपील के पंजीकरण हेतु पंजी का प्ररूप

{ देखें नियम 5 (4) }

आवेदन पत्र का पंजीकरण क्रमांक	अपीलार्थी/ आवेदक का नाम तथा विवरण	प्रतिवादी/ अनावेदक का नाम तथा विवरण	लोक सूचना अधिकारी के आदेश का विवरण जिसके विरुद्ध अपील प्रस्तुत की गई है.	आदेश की तिथि	निष्कर्ष	टिप्पणियाँ
(1)	(2)	(3)	(4)	(5)	(6)	(7)

राजेन्द्र कुमार वाणी, रजिस्ट्रार जनरल.

Jabalpur, the 19th July 2021

No. A-2302 —ग्राम न्यायालय अधिनियम, 2008 की धारा 39 की उपधारा (1) एवं (2) में प्रदत्त शक्तियों का प्रयोग करते हुए  
मध्यप्रदेश उच्च न्यायालय, मध्यप्रदेश ग्राम न्यायालय नियम, 2013 में एतद्वारा निम्नलिखित संशोधन करता है, अर्थात्:—

## संशोधन

उक्त नियमों में;

1. नियम-10 के पश्चात्, निम्नलिखित नियम जोड़ा जाए, अर्थात्;

**“10-क. सुलह:—**

ग्राम न्यायालय प्रारंभतः पक्षकारों के मध्य सौहार्दपूर्ण समझौते का प्रयास करेगा.

पक्षकारों की उपस्थिति के पश्चात्, अथवा तत्पश्चात् किसी अन्य उपयुक्त प्रक्रम पर, जहां प्रकरण की प्रकृति व परिस्थितियों के अनुरूप ऐसा करना संभव हो, वहाँ न्यायाधिकारी पक्षकारों को सुलह के लिए सहमत कराएगा.

साथ ही, यदि, प्रकरण के किसी भी प्रक्रम पर न्यायाधिकारी का यह मत है कि पक्षकारों के मध्य समझौते की युक्तियुक्त संभावना है, तो वह मामले को एक या अधिक सुलहकर्ताओं को पक्षकारों के मध्य समझौता करवाने हेतु सुपुर्द करेगा तथा ऐसी अवधि के लिए कार्यवाही स्थगित करेगा जैसा वह समझौते के लिए प्रयास करने हेतु उचित समझता है.

सुलहकर्ता उसकी नियुक्ति की दिनांक से तीन सप्ताह के अंदर अपना प्रतिवेदन प्रस्तुत करेगा, जब तक कि न्यायाधिकारी द्वारा समयावधि का विस्तार न किया जाए.

यदि वाद, दावे या उसके किसी भाग के विवाद के संबंध में पक्षकार सुलहकर्ता के समक्ष किसी समझौते पर पहुंचते हैं, तब ऐसा समझौता अभिलिखित, दोनों पक्षकारों द्वारा हस्ताक्षरित तथा सुलहकर्ता द्वारा प्रतिहस्ताक्षरित किया जाएगा.”

**2. नियम-11 में;**

(i) नियम-11 के आरंभ में, शीर्षक “सुलहकर्ताओं की अर्हता:—” अंतःस्थापित किया जाए.

(ii) नियम-11 (स) (1) (अ) में, अंक “40” को अंक “25” से प्रतिस्थापित किया जाए.

(iii) नियम-11 (स) (1) में, (स) के पश्चात्, निम्नलिखित अंतर्स्थापित किया जाए, अर्थात्;

“अथवा

(द) स्थानीय क्षेत्र के सामुदायिक मध्यस्थता स्वयंसेवक.

अथवा

(ई) ग्राम पंचायत का कोई जन प्रतिनिधि.

अथवा

(फ) संस्थान, जो कि स्वयं सुलह में विशेषज्ञ हैं तथा जिला दण्डाधिकारी द्वारा इस रूप में मान्य किए गए हैं.

अथवा

(ज) कोई स्थानीय व्यक्ति जो कि प्रशिक्षित सुलहकर्ता हो सकता है.

अथवा

(iv) उपरोक्त उप-खंड (ज) के अंतर्स्थापन के पश्चात्, उप-खण्ड “(द)” को “(ह)” के रूप में पुनर्संख्यांकित किया जाए.

(v) नियम-11 (स) (2) (ई) के पश्चात्, निम्नलिखित अंतर्स्थापित किया जाए:—

“(3) सभी सुलहकर्ता पैनल में शामिल किए जाने की तिथि से सामान्यतः 3 वर्षों की अवधि के लिए पैनल में शामिल रहेंगे तथा आगे, उनके कार्यकाल का विस्तार संबंधित जिले के जिला एवं सत्र न्यायाधीश के विवेकाधिकार पर होगा

- (4) अपवाद स्वरूप मामलों में, ग्राम न्यायाधिकारी सुलहकर्ता नियुक्त कर सकता है, जो अनिवार्य रूप से पैनल में शामिल सुलहकर्ता ना हो, और ना ही आवश्यक योग्यताएं वहन करता हो किंतु वह ऐसा व्यक्ति नहीं होना चाहिए जो नियम-11 में वर्णित अनर्हताओं से ग्रसित हो.
- (5) यदि कोई पैनल में शामिल सुलहकर्ता अयोग्य हो जाता है, तो उसे कारण बताओ सूचना जारी करने व सात दिवसों के भीतर में जवाब प्राप्ति के बाद, यदि कोई हो, पैनलिंग प्राधिकारी/नियोक्ता प्राधिकारी द्वारा उसे पैनल से हटाया जा सकता है."

3. नियम 18 के पश्चात् निम्नलिखित नियम 19, 20, 21, 22, 23, 24, 25 व 26 जोड़े जाए:-

**"19. सुलहकर्ता हेतु नैतिकता व आचरण संहिता:**

सुलहकर्ता इन नियमों का कठोरता व सम्यक तत्परता के साथ अनुपालन व पर्यवेक्षण करेगा:-

1. ऐसे आचरण में लिप्त न हो जो एक सुलहकर्ता के लिए अशोभनीय है.
2. सुलह प्रक्रिया की अखंडता व निष्पक्षता को बनाये रखना.
3. सुनिश्चित करें कि सुलह में सम्मिलित पक्षकारों को उचित रूप से सूचित किया गया है व उन्हें सुलह कार्यवाही के प्रक्रियात्मक पहलुओं की पर्याप्त समझ है.
4. पक्षकारों के साथ संवाद के दौरान किसी भी तरह की अनौचित्यता व अनौचित्यता की उपस्थिति से बचें.
5. सुलहकर्ता को ऐसे मामलों में सुलह करने के बचना चाहिए जहां विवाद के परिणाम में उनका प्रत्यक्ष व्यक्तिगत, व्यवसायिक या वित्तीय हित है. यदि सुलहकर्ता का अप्रत्यक्ष हित है, तो वह यथाशीघ्र अवसर पर पक्षकारों को उस अप्रत्यक्ष हित के बारे में अवगत कराने हेतु बाध्य होगा एवं वह तब तक उस वाद में सुलह नहीं करायेगा, जब तक कि पक्षकार, उस अप्रत्यक्ष हित के पश्चात् भी, स्पष्ट तौर पर उसे सुलहकर्ता के तौर पर स्वीकार करने को सहमत न हो.
6. जहां सुलहकर्ता एक विधि व्यवसायी हो, तब वह उस विवाद में, किसी भी पक्षकार की ओर से उपस्थित नहीं होगा, जिसमें उसने सुलह कराई थी.
7. उन कार्यों को करने से बचने के लिए जिन्हें वे संभालने के लिए सुसज्जित नहीं हैं, अपनी क्षमता व योग्यता की सीमाओं को जानना सुलहकर्ताओं का कर्तव्य है.
8. सुलहकर्ता का कर्तव्य होगा कि वे पूरी सुलह के दौरान निष्पक्ष रहें.
9. सुलहकर्ता को सुलह के स्वैच्छिक स्वरूप का सम्मान करना चाहिए व किसी भी स्तर पर सुलह से हटने के पक्षकारों के अधिकारों को मान्यता देनी चाहिये.
10. सुलह के गोपनीय स्वरूप होने के कारण, सुलहकर्ता उसमें रखी गई गोपनीयता के प्रति निष्ठावान रहेगा.
11. सुलहकर्ता का कर्तव्य होगा कि वह स्वयं के विचारों को पक्षकारों पर थोपने के बजाय विवाद के हल के बारे में व्यक्तिगत व सामूहिक दोनों तरह से अपना निर्णय लेने के लिए प्रोत्साहित करे. आत्मनिर्णय सुलह प्रक्रिया का सार है.



12. विवाद का निपटारा सूचित सहमति पर आधारित होना चाहिए.
13. विवाद के समाधान से संबंधित समस्त कार्यविधियों का विधि के अनुसार संचालन करना.
14. सुलहकर्ता को वचन अथवा परिणामों की गारंटी से बचना चाहिए.

**20. ग्राम न्यायालय कार्यवाहियों का निपटारा करेगा:—**

1. सुलहकर्ता/सुलहकर्ताओं द्वारा प्रतिवेदन प्रस्तुत करने पर, ग्राम न्यायालय मामले को नियत की गई तारीख पर सुनवाई के लिए लेगा एवं उसके संदर्भ में निर्णय अथवा आदेश सुनाएगा जब तक कि वह निपटारे की शर्तों को अनुचित अथवा अवैध नहीं मानता.
2. यदि पक्षकारण अथवा उनमें से कोई एक सुनवाई के लिए नियत दिनांक पर उपस्थित होने में असफल रहता है, तो ग्राम न्यायालय सिविल प्रक्रिया संहिता के आदेश 9 के अन्तर्गत उस संबंध में विहित तरीकों में से किसी एक तरीके से कार्यवाही को निपटाने के लिए अग्रसर होगा एवं ऐसा आदेश करेगा जो वह ठीक समझे.
3. यदि पक्षकारण अपने विवाद का निपटारा नहीं करते हैं, अथवा जहां निपटारे की शर्तें अनुचित अथवा अवैध होना प्रतीत होती हैं, तो ग्राम न्यायालय सुनवाई के लिए अग्रसर होगा एवं विधि के अनुसार गुण-दोषों पर मामले का निपटारा करेगा.

**21. बैठक का स्थान:**

पक्षकारों की सुविधा को ध्यान में रखते हुए बैठक की जगह ग्राम न्यायाधिकारी के निर्देशानुसार होगी.

**22. नियंत्रण:**

सुलहकर्ता उस क्षेत्र के ग्राम न्यायाधिकारी के नियंत्रण के अधीन कार्य करेगा

**23. अभिलेख:**

ग्राम न्यायाधिकारी समस्त संदर्भित मामलों एवं सुलहकर्ताओं से प्राप्त प्रतिक्रियाओं की पंजी का संधारण करेगा.

**24. पारिश्रमिक :**

पारिश्रमिक का भुगतान राज्य सरकार द्वारा निर्धारण अनुसार किया जायेगा.

**25. प्रशिक्षण:**

सुलहकर्ताओं को 20 घण्टों का प्रशिक्षण म.प्र.रा.वि.से.प्रा. द्वारा प्रदान किया जायेगा. स्वयंसेवकों/सुलहकर्ताओं को सुलह की मूलभूत अवधारणा सिखाई जाएगी ताकि वे सुलहकर्ता के रूप में कार्य कर सकें.

**26. सुलहकर्ता का कुछ तथ्यों को प्रकट करने का कर्तव्य :**

1. जब किसी व्यक्ति से सुलहकर्ता के रूप में उसकी प्रस्तावित नियुक्ति के संबंध में संपर्क किया जाता है, तो वह उसकी स्वतंत्रता अथवा निष्पक्षता के बारे में युक्तियुक्त संदेह को जन्म देने वाली किसी भी परिस्थिति का खुलासा करेगा.
2. प्रत्येक सुलहकर्ता अपनी नियुक्ति के समय से और सुलह की कार्यवाहियों के जारी रहने के दौरान, बिना किसी विलंब के, पक्षकारों को उप-नियम (1) में निर्दिष्ट किसी भी परिस्थिति की विद्यमानता के बारे में बताएगा."

राजेन्द्र कुमार वाणी, रजिस्ट्रार जनरल.

Jabalpur, the 3rd July 2021

No. D-2121.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Right to Information Act, 2005, the Chief Justice of Madhya Pradesh High Court (Competent Authority), hereby makes the following rules:-

## RULES

### 1. SHORT TITLE AND COMMENCEMENT:-

- (1) These rules may be called the Subordinate Courts of Madhya Pradesh (Right to Information) Rules, 2020
- (2) They shall come into force from the date of their publication in the Official Gazette.

### 2. DEFINITIONS:—

- (1) In these rules, unless the context otherwise requires, -
  - (a) 'Act' means the Right to Information Act, 2005 (No. 22 of 2005);
  - (b) 'Appellate Authority' means designated as such by the Chief Justice of High Court of Madhya Pradesh for Subordinate Courts of Madhya Pradesh,
  - (c) 'Authorized Person' means Public Information Officer and Assistant Public Information Officer designated as such by the High Court;
  - (d) 'Form' means the form appended to these rules;
  - (e) 'Section' means a Section of the Act
- (2) Word and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Act

### 3. APPLICATION FOR SEEKING INFORMATION:—

- (1) Any person seeking information under the Act shall make an application in Form 'A' to the authorized person and deposit application fee as per Rule 7 with the authorized person. The authorized person shall duly acknowledge the application as provided in Form 'B'. Application can also be made online through the website of Madhya Pradesh High Court.

The acknowledgment of such online application shall be provided online and by SMS.

- (2) Every application shall be made for one particular item of information only.
- (3) The Public Authority shall maintain a register / online status, which shall contain the information shown in Form 'C';

### 4. DISPOSAL OF APPLICATION BY THE AUTHORIZED PERSON:—

- (1) If the information sought by an applicant is held by another public authority or the subject matter of which is more closely connected with the functions of another public authority, such application or such part of it shall be transferred to that public authority, and the applicant shall be informed

about the transfer of his application to that Public Authority. Such transfer of application shall be made within five days from the date of receipt of the application. The application received online may be transferred to another Public Authority by Online /Offline mode as the case may be.

- (2) If the requested information falls within the authorized person's, jurisdiction and also in one or more of the categories of restrictions listed in Sections 8 and 9 of the Act. The authorized person, on being satisfied, will issue the rejection order in **Form 'E'** as soon as practicable, normally within fifteen days and in any case not later than thirty days from the date of the receipt of the application. The application fee deposited in such cases shall not be refunded.

Provided that in case of online application 'Rejection Order' may be issued online

- (3) If the requested information falls within the authorized person's jurisdiction, but not in one or more of the categories listed in Section 8 and 9 of the Act. The authorized person, on being so satisfied, shall supply the information to the applicant in **Form 'F'**, falling within its jurisdiction, in case the information sought is partly outside the jurisdiction of the authorized person or partly falls in categories listed in Sections 8 and 9 of the Act. The authorized person shall supply only such information as is permissible under the Act and is within its own jurisdiction and reject the remaining part giving reasons thereof.
- (4) The information shall be supplied as soon as practicable, normally within fifteen days and in any case not later than thirty days from the date of the receipt of the application on deposit of the balance amount, if any, to the authorized person. In case of online application, the information may be supplied online wherever possible.

#### 5. APPEAL:—

- (1) Any person -
  - (a) who fails to get a response in **Form 'D'** or **Form 'E'** from the authorized person within thirty days of submission of **Form 'A'**, or
  - (b) is aggrieved by the response received within the prescribed period, may file an appeal in **Form 'G'** to the Appellate Authority and deposit fee for appeal as per Rule 7 with the Appellate Authority. An appeal before the Appellate Authority may be presented online if facility is available.
- (2) On receipt of the Appeal, the Appellate Authority shall acknowledge the receipt of the appeal and after giving the appellant, an opportunity of being heard, shall dispose of the appeal within 30 days of the receipt of the appeal or within such extended period not exceeding 45 days from the date of filing thereof, as the case may be and shall send a copy of the order to the appellant and the Authorized Person.
- (3) In case the appeal is allowed, the information shall be supplied to the applicant by the authorized person within such period as ordered by the Appellate Authority. This period shall not exceed thirty days from the date of the receipt of the order
- (4) The Appellate Authority shall maintain a register/online status in his office, which shall contain the information shown in **Form 'H'** :-

#### 6. SUO MOTU PUBLICATION OF INFORMATION BY PUBLIC AUTHORITIES:—

- (1) The public authority may publish information as per sub-section (1) of Section 4 of the Act by publishing booklets and/or folders and/or pamphlets and update these publications every year as required by sub-section (1) of Section 4 of the Act.

- (2) Such information may also be made available to the public through information counters, medium of internet and display on notice board at conspicuous places in the office of the authorized person and office of the appellate authority

## 7. CHARGING OF FEE :—

- (1) The Authorized Person shall charge the fee in the form of non-judicial stamp or by Treasury Challan (Including Cyber Treasury Challan) under Treasury Head "0070 Other Administrative Services or payment through Online portal ([www.mphc.gov.in/e-rti](http://www.mphc.gov.in/e-rti)) at the following rates, namely :-

### (A) Application Fee —

- |      |   |                                     |
|------|---|-------------------------------------|
| (i)  | Information relating to tenders Documents/bids/ quotation/business contract | Five hundred Rupees per application |
| (ii) | Information Other than (i) above  | Fifty Rupees per application.       |

### (B) Other Fee —

Sr No	Description of Information	Price/Fee in Rupees
1	Where the information is available in the form of a priced publication	Price of the publication so fixed.
2.	For other than priced publication rupees.	Five Rupees per page in case of document and cost price in case of other medium
3.	For the inspection of record (other than Judicial Record).	Twenty Five Rupees per hour or a fraction thereof for every record inspected but shall not be less than twenty five rupees in any case

- (2) The Appellate Authority shall charge a fee of Rs 50/- per appeal to be paid in the form of non-judicial stamp or by Treasury Challan (Including Cyber Treasury Challan) under Treasury Head "0070 Other Administrative Services or through Online portal ([www.mphc.gov.in/e-rti](http://www.mphc.gov.in/e-rti)).

Provided that no such fee shall be charged from the persons who are of below poverty line as may be determined by the State Government.

- 8 (1) The State Public Information Officer shall not be liable to provide any information which can be obtained under the provisions of Chapter XXIII of Civil Court Rules, 1961 and Chapter XXVI of Rules and Orders (Criminal).
- (2) The Appellate Authority shall not entertain any application from any person to inspect a record which can be inspected under the provisions of Chapter XVII of Civil Court Rules, 1961 and Chapter XXI of Rules and Orders (Criminal).

**Form 'A'**  
Form of application for seeking Information  
[See Rule 3( 1)]

I.D. No. ....

(For official use)

To

The Authorized Person,

.....

**Self Attested  
Photograph**

1. (a) Name of the Applicant - .....
- (b) Father's Name - .....
- (c) Age :- .....
- (d) Occupation - .....
2. Address :- .....
3. Particulars of information -
  - (a) Concerned Department :- .....
  - (b) Particulars of information required. :- .....
  - (i) Details of information required
 

:- .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....
  - (ii) Period for which information asked for. :- .....
  - (iii) Other details, if any. :- .....
4. I state that the information sought does not fall within the restrictions contained in Section 8 & 9 of the Act and to the best of my knowledge it pertains to your office.
5. Application fee Rs. .... has been enclosed herewith in the form of Non-judicial Stamp/Treasury Challan No. .... dated. .... / paid online, receipt attached.

Place :-

Date :-

Signature of Applicant

E-mail address (if any)

Telephone No. (Office).....

(Residence) . . . . .

**Note:-**

- (i) Reasonable assistance can be provided by authorized person in filling up the Form "A".
- (ii) Please ensure that the Form 'A' is complete in all respect and there is no ambiguity in providing the details of information required.

**Form 'B'**

Acknowledgement of Application in Form 'A'  
[See Rule 3(1)]

I.D. No. ....

Dated. ....

1. Received an application In Form 'A' from Shri/Smt/Ku. . . . . Resident of. . . . . under Section . . . . . of the Right to Information Act, 2005
2. The information is proposed to be given normally within fifteen days and in any case within thirty days from the date of receipt of application. In case it is found that the information asked for cannot be supplied, the rejection letter shall be issued stating reason thereof.
3. The applicant shall have to deposit the balance fee, if any, with the authorized person before collection of information.

Place:-

Date:-

*Signature and Stamp of the*  
Authorized person

**Form 'C'**

Register of Public Authority  
[See Rule 3(3)]

Registration number of application	Date of receipt of application	Name and address of the applicant	Date of appearance of the applicant	Description of required information
1	2	3	4	5
Source of information	Date of transmission of application to concerning office	Date of receipt of information	Date of disposal of application	Conclusion of public information officer on the application
6	7	8	9	10
Description of fees charged on the application	Signature of the Applicant	Order of First Appeal	Order of Second Appeal	Remarks
11	12	13	14	15

**Form 'D'**  
**Outside the jurisdiction of the authorized person**  
 [See Rule 5(1)(a)]

From,  
 Special Public Information Officer  
 To, .....(Public Authority/P.I O)

**Sub.-** Application under R.T.I. Act, 2005

Sir/Madam,  
 .....  
 .....

A copy of application dt. .... received by under-signed and registered as I.D. No.....  
 dated ..... from ..... is transferred u/s 6(3) of the Right to Information Act, 2005 on  
 point no ..... / or in to for appropriate action at your end and the information if admissible,  
 may be provided directly to the applicant under intimation to the under-signed

In case, it does not fall under your jurisdiction, the same be further transferred to the concerned Public  
 Authority under intimation to the Applicant.

The applicant has deposited the requisite application fee in this Registry

Encl - As above.

Authorized person

**Copy to:** ..... with the request to contract the above Authority  
 for further information in the matter

Authorized person

**Form 'E'**  
**Rejection Order**  
 [See Rule 5(1)(a)]

No. ....

Dated. ....

To,  
 Sir/Madam,  
 .....  
 .....  
 .....

Please refer to your application, I.D. No..... dated..... addressed to the undersigned  
 regarding supply of information on. ....

(1) The information asked for cannot be supplied due to following reasons:-

- (i) .....  
 (ii) .....

(2) As per Section 19 of the Right to Information Act, 2005, you may file an appeal to the Appellate  
 Authority within thirty days of the issue of this order

Yours faithfully,

Authorized Person

**Form 'F'****Form of Supply of Information to the Applicant**

[See Rule 4 (3)]

No. . . . . /

Date. . . . .

To,

Sir/Madam,

. . . . .

. . . . .

. . . . .

Please refer to your application, I D. No... . dated... . addressed to the undersigned regarding supply of information on. . . . .

1. The information asked for is enclosed for reference \*

Or

The following part information is being enclosed \*

(i) . . . . .

(ii) . . . . .

The remaining information about the other aspects cannot be supplied due to following reasons:-\*

(i) . . . . .

(ii) . . . . .

(iii) . . . . .

2. The requested information does not fall within the jurisdiction of this authorized person. \*

3. As per Section 19 of the Right to Information Act, 2005, you may file an appeal to the Appellate Authority within thirty days of the issue of this order.\*

Yours faithfully,

Authorized Person

\* Strike out if not applicable.



**Form 'G'**  
**Appeal under Section 19 of the Right to Information Act, 2005**  
 [See Rule 5(1)(b)]

I.D. No. ....  
 (For Official use)

To,

The Appellate Authority,

Address:- .....

1. (a) Name of the Applicant :- .....
- (b) Father's Name :- .....
- (c) Age :- .....
- (d) Occupation :- .....
2. Address :- .....
3. Particulars of the authorized Person-
  - (a) Name :- .....
  - (b) Address :- .....
4. Date of Submission of application in Form 'A' :- .....
5. Date on which 30 days from submission of Form 'A' is over:- .....
6. Reasons for appeal.
  - (a) No response received in Form-B or C within thirty days of submission of Form A [5 (1)(a)]. :- .....
  - (b) Aggrieved by the response received within prescribed period [5(1)(b)] (Copy of the reply receipt be attached). :- .....
  - (c) Grounds for appeal. :- .....

7. Last date for filling the appeal :- .....  
[See Rule 5(3)]

8 Particulars of Information—

(i) Information requested :- .....

.....

.....

.....

.....

.....

(ii) Subject :- .....

(iii) Period - .....

9 A fee of Rs. 50/- for appeal has been enclosed herewith in the form of Non-Judicial Stamp/  
Treasury Challan No . . . . . dated. . . . . / paid online, receipt attached

Place -

Date -

Signature of Appellant. ....

E-mail Address, if any.....

Telephone No. (Office). . .

(Residence) No.....

Mobile No.....

#### ACKNOWLEDGMENT

I.D. No. ....

dated. ....

Received an Appeal application from Shri/Ms.. . . . . resident of. . . . .  
under Section 19 of the Right to Information Act, 2005.

Signature of Receipt Clerk.....

Appellate Authority.....

Telephone No.....

E-mail Address/ Web Site.....

**Form 'H'**  
**Format of Register for registration of Appeal**  
 [Sec Rule 5(4)]

Registration number of application	Name & Particulars of the Appellant/ applicant	Name & Particulars of the Respondent/ Non-Applciant	Particulars of the Order of the Public information Officer against which appeal filed	Date of Order
1	2	3	4	5

Findings	Remarks
6	7

RAJENDRA KUMAR VANI, Registrar General.

## मध्यप्रदेश विद्युत नियामक आयोग

पंचम तल, मेट्रो प्लाजा, बिट्टन मार्केट, ई-5, अरेरा कालोनी, भोपाल-462 016

भोपाल, दिनांक 22 जुलाई 2021

क्रमांक 1023 /मप्रविनिआ/2021 – विद्युत अधिनियम, 2003 (क्रमांक 36, वर्ष 2003) की धारा 181 की उपधारा (द), (ध) एवं (यत) सहपठित धारा 42 की उपधारा (5), (6) एवं (7) सहपठित भारत सरकार, विद्युत मंत्रालय द्वारा अधिसूचित विद्युत (उपभोक्ता अधिकार) नियम 2020 तथा इस संबंध में सभी सामर्थ्यकारी शक्तियों का प्रयोग करते हुए मध्यप्रदेश विद्युत नियामक आयोग, एतद्द्वारा, दिनांक 20 अगस्त, 2009 को अधिसूचित विनियमों को अतिष्ठित करते हुए मध्यप्रदेश विद्युत नियामक आयोग (उपभोक्ताओं की शिकायतों के निराकरण हेतु फोरम तथा विद्युत लोकपाल की स्थापना (पुनरीक्षण द्वितीय) विनियम, 2021 बनाते हैं, अर्थात् :-

### मध्यप्रदेश विद्युत नियामक आयोग (उपभोक्ताओं की शिकायतों के निराकरण हेतु फोरम तथा विद्युत लोकपाल की स्थापना) (पुनरीक्षण-द्वितीय) विनियम, 2021

#### अध्याय 1 : प्रस्तावना

मध्यप्रदेश विद्युत नियामक आयोग की मान्यता है कि उपभोक्ता सेवाओं में और अधिक सुधार सुनिश्चित करने तथा प्रचलित विनियमों को भारत सरकार, विद्युत मंत्रालय द्वारा दिनांक 31.12.2020 को अधिसूचित विद्युत (उपभोक्ता अधिकार) नियम, 2020 से सरेखित करने के लिये उपभोक्ता शिकायतों के समयबद्ध तथा सतोषप्रद निराकरण करने की दृष्टि से प्रचलित नियमों को पुनरीक्षित किये जाने की नितान्त आवश्यकता है।

#### अध्याय 2 : संक्षिप्त शीर्षक तथा प्रारंभ

- 2.1 ये विनियम मध्यप्रदेश विद्युत नियामक आयोग (उपभोक्ताओं की शिकायतों के निराकरण हेतु फोरम तथा विद्युत लोकपाल की स्थापना) (पुनरीक्षण द्वितीय) विनियम, 2021 (आरजी-3(II), वर्ष 2021, कहलायेगे।
- 2.2 ये विनियम मध्यप्रदेश राज्य में अपने-अपने अनुज्ञप्तिप्राप्त क्षेत्रों में प्रचालन कर रहे विद्युत वितरण अनुज्ञप्तिधारियों/व्यापारिक विशेषाधिकारियों (Franchisees) को लागू होंगे।
- 2.3 ये विनियम मध्यप्रदेश शासन के शासकीय राजपत्र में प्रकाशित होने की दिनांक से प्रभावी होंगे।

#### परिभाषा :

- 2.4 इन विनियमों में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो :

(क) "अधिनियम" से अभिप्रेत है, विद्युत अधिनियम, 2003 (क्रमांक 36, वर्ष 2003) ,

- (ख) "अध्यक्ष" से अभिप्रेत है, फोरम का अध्यक्ष ;
- (ग) "आयोग" से अभिप्रेत है, मध्यप्रदेश विद्युत नियामक आयोग ;
- (घ) "शिकायतकर्ता" से अभिप्रेत है —
  - (एक) अधिनियम की धारा 2 की उप-धारा (15) में परिभाषित उपभोक्ता ; या
  - (दो) नवीन संयोजन हेतु एक आवेदनकर्ता ; या
  - (तीन) उपभोक्ताओं की कोई पंजीकृत संस्था ; या
  - (चार) उपभोक्ताओं की कोई अपंजीकृत संस्था, जहाँ उपभोक्ताओं का एक-समान हित हो , या
  - (पांच) उपभोक्ता की मृत्यु हो जाने की दशा में, उसके वैध उत्तराधिकारी या प्रतिनिधिगण ;
- (ङ) "शिकायत" से अभिप्रेत है किसी शिकायतकर्ता द्वारा शिकायत के निराकरण के संबंध में दिया गया कोई अभ्यावेदन ;
- (च) "उपभोक्ता विवाद" से अभिप्रेत है ऐसा कोई विवाद, जिसमें अनुज्ञप्तिधारी अथवा उसका कोई प्रतिनिधि जिसके विरुद्ध शिकायत की गई हो वह उस शिकायत में दर्शाये गये आरोपों को अस्वीकृत करता या विवादित मानता हो ,
- (छ) "वितरण अनुज्ञप्तिधारी" से अभिप्रेत है, अनुज्ञप्तिधारी, जो अपने अनुज्ञप्तिप्राप्त विद्युत प्रदाय के क्षेत्र में उपभोक्ताओं को विद्युत प्रदाय करने हेतु वितरण प्रणाली के संचालन एवं संधारण करने के लिये अधिकृत हो ;
- (ज) "त्रुटि" से अभिप्रेत है, स्पष्टतः या विवक्षित रूप में तत्समय में लागू किसी विधि या अनुबंध के अनुसरण में या विद्युत सेवा के संबंध में अनुज्ञप्तिधारी द्वारा वर्णित सेवा, उपकरण या सामग्री की गुणवत्ता, मात्रा, शुद्धता या स्तर को बनाये रखने में पाया गया कोई दोष, अपूर्णता या कमी ;
- (झ) "विद्युत सेवा" से अभिप्रेत है, विशेष तौर से और निबन्धन की व्यापकता पर प्रभाव डाले बिना, विद्युत प्रदाय, बिलिंग करना, मीटर लगाना और उपभोक्ता की विद्युत प्रदाय और अन्य सभी संबद्ध सेवाओं आदि का संधारण करना, आदि ;
- (ञ) "विद्युत लोकपाल" से अभिप्रेत है, अधिनियम की धारा 42 की उपधारा (6) के अनुसरण में आयोग द्वारा नियुक्त या पदांकित एक प्राधिकारी, जिसे फोरम में दर्ज की गई शिकायत के निराकरण से असंतुष्ट कोई उपभोक्ता अभ्यावेदन दे सकेगा ;

- (ट) "फोरम" से अभिप्रेत है, "विद्युत उपभोक्ता शिकायत निवारण फोरम" जिसे अधिनियम की धारा 42 की उपधारा (5) के अनुसरण में प्रत्येक वितरण अनुज्ञप्तिधारी द्वारा गठित किया गया है ;
- (ठ) "व्यापारिक विशेषाधिकारी (फेंचाइजी)" से अभिप्रेत है वितरण अनुज्ञप्तिधारी द्वारा प्राधिकृत कोई व्यक्ति जिसे उसकी ओर से उसके प्रदाय क्षेत्र के अंतर्गत किसी विशिष्ट क्षेत्र में विद्युत वितरण हेतु अधिकृत किया गया है ;
- (ड) "शिकायत" से अभिप्रेत है अनुज्ञप्तिधारी द्वारा किसी उपभोक्ता की शिकायत को पंजीकृत करने अथवा उसका निराकरण न करने में विफलता के फलस्वरूप उपभोक्ता की असंतुष्टि तथा इसमें सम्मिलित होगा किसी शिकायत के संबंध में उपभोक्ता एवं अनुज्ञप्तिधारी के मध्य कोई विवाद अथवा प्रभावित व्यक्ति द्वारा दायर की गई शिकायत के संबंध में अथवा अनुसरण में अनुज्ञप्तिधारी द्वारा की गई कोई कार्रवाई। तथापि, अधिनियम के निम्न उपबंधों के विस्तार क्षेत्र के अन्तर्गत आने वाले विषय इन विनियमों के अंतर्गत शिकायत नहीं माने जाएंगे :
- (एक) विद्युत का अनाधिकृत उपयोग जैसा कि अधिनियम की धारा 126 के अन्तर्गत प्रावधानित किया गया है ;
- (दो) अपराध तथा अर्थदण्ड, जैसा कि अधिनियम की धारा 135 से 139 के अन्तर्गत प्रावधानित किया गया है ;
- (तीन) विद्युत के वितरण, प्रदाय अथवा उपयोग में किसी दुर्घटना से संबंधित क्षतिपूर्ति जैसा कि अधिनियम की धारा 161 के अन्तर्गत प्रावधानित किया गया है ; एवं
- (चार) बकाया राशि की वसूली जहां बिल की गई राशि विवादित न हो ;
- (ढ) "अनुज्ञप्तिधारी" से अभिप्रेत है विद्युत वितरण अनुज्ञप्तिधारी ;
- (ण) "सदस्य" से अभिप्रेत है फोरम का सदस्य ; और
- (त) "उत्पादोभोक्ता (प्रोज्यूमर)" से ऐसा व्यक्ति अभिप्रेत है जो ग्रिड से विद्युत का उपभोग करने के साथ-साथ उसी आपूर्ति स्थल का उपयोग करते हुए वितरण अनुज्ञप्तिधारी के लिये ग्रिड में विद्युत प्रवाहित भी कर सकता है।

2.5 इन विनियमों में प्रयुक्त और अपरिभाषित शब्दों और अभिव्यक्तियों, जिन्हें अधिनियम में परिभाषित किया गया है, का अर्थ वही होगा जो अधिनियम में दिया गया है तथा अधिनियम

में ऐसे शब्दों और अभिव्यक्तियों की अनुपस्थिति के मामले में इनका अर्थ वह होगा जो विद्युत आपूर्ति उद्योग में सामान्य रूप से समझा जाता है।

### अध्याय – 3 : शिकायत निवारण फोरम

#### फोरम का गठन :

- 3.1 उपसभाग, संभाग, वृत्त, क्षेत्र, कम्पनी स्तर की आवश्यकताओं की पूर्ति हेतु प्रत्येक विद्युत वितरण अनुज्ञप्तिधारी, एक या एक से अधिक फोरम(ों) को नियुक्त करेगा, जिसे इन विनियमों के अनुसार उपभोक्ताओं की शिकायतों के निवारण हेतु 'विद्युत उपभोक्ता शिकायत निवारण फोरम' नामोद्दिष्ट किया जाएगा। ये फोरम उपभोक्ताओं की शिकायतों का निपटान सामान्यतः 30 दिवस की अवधि के भीतर करेंगे जो किसी भी दशा में 45 दिवस से अधिक न होगी। शिकायत की प्रकृति पर निर्भर तथा स्तर जिस पर इसका समाधान उत्तम ढंग से किया जा सकता है फोरम को विभिन्न प्रकारों की शिकायतें सौंपी जा सकती हैं।
- 3.2 फोरम का मुख्यालय ऐसे स्थान पर होगा जैसा कि अनुज्ञप्तिधारी द्वारा अधिसूचित किया जाए। फोरम, तथापि, अपनी बैठकें अपने मुख्यालय के अतिरिक्त अन्य स्थानों पर भी आयोजित कर सकेगा जिसका समग्र उद्देश्य इस भावना के अनुरूप होगा कि शिकायतों/व्यथाओं की सुनवाई तथा निपटान उपरोक्त विनियम 3.1 में विनिर्दिष्ट समयावधि के अन्तर्गत हो।
- 3.3 फोरम में अनुज्ञप्तिधारी के दो अधिकारी, एक स्वतंत्र सदस्य, तथा उपभोक्ता एवं उत्पादोभोक्ता (प्रोज्यूमर) प्रतिनिधियों के रूप में सम्मिलित होंगे जिनकी संख्या चार से अधिक न होगी। फोरम की अध्यक्षता अनुज्ञप्तिधारी की उपयुक्त वरिष्ठता के किसी अधिकारी द्वारा की जाएगी। जिसे फोरम के अध्यक्ष के रूप में नामोद्दिष्ट किया जाएगा। आयोग एक स्वतंत्र सदस्य को नामोद्दिष्ट करेगा जो उपभोक्ता मामलों से परिचित हो। कम्पनी स्तर फोरम के सदस्यों/अध्यक्ष की संरचना तथा योग्यता निम्नानुसार होगी :

एक. अनुज्ञप्तिधारी द्वारा नियुक्त किये जाने वाला एक सदस्य, उसके अधिकारियों में से ऐसा व्यक्ति होगा जो अभियांत्रिकी में स्नातक की उपाधि का धारक होगा तथा जिसे विद्युत वितरण में कम से कम बीस (20) वर्ष का अनुभव हो एवं जिसे अनुज्ञप्तिधारी को अधीक्षण यंत्री के समकक्ष पद पर न्यूनतम एक वर्ष का अनुभव हो या जिसे अनुज्ञप्तिधारी के कार्यपालन यंत्री के समकक्ष पद पर न्यूनतम पांच वर्ष का अनुभव हो।

- दो. अनुज्ञप्तिधारी द्वारा नियुक्त किये जाने वाला एक सदस्य, उसके अधिकारियों में से ऐसा व्यक्ति होगा जिसे लेखांकन और/या राजस्व और/या वाणिज्यिक मामलों में कम से कम पन्द्रह (15) वर्ष का अनुभव हो एवं जिसे अनुज्ञप्तिधारी के कार्यपालन यंत्री के समकक्ष पद पर न्यूनतम एक वर्ष का अनुभव हो।
- तीन. वितरण अनुज्ञप्तिधारी, आयोग को फोरम के दो सदस्यों में से प्रत्येक पद हेतु न्यूनतम तीन अधिकारियों के नामों की एक सूची (पैनल) प्रस्तुत करेगा। प्रत्येक अधिकारी के संबंध में उसकी योग्यता, अनुभव से संबंधित विवरण तथा कार्यक्षमता, संनिष्ठा तथा प्रतिष्ठा से संबंधित पृष्ठभूमि के साथ-साथ उनके द्वारा आहरित किये जा रहे वर्तमान वेतन के विवरण भी प्रस्तुत किये जाएंगे। आयोग द्वारा अनुज्ञप्तिधारी द्वारा प्रस्तावित नामों पर विचार किया जाएगा तथा आयोग के अनुमोदन पश्चात् अनुज्ञप्तिधारी द्वारा सदस्यों की नियुक्ति की जाएगी। सदस्यों की उपयुक्तता तथा योग्यता/क्षमता तथा सदस्यों की सूची, जैसा कि इसका उल्लेख इस विनियम में किया गया है, का निर्णय अनुज्ञप्तिधारी द्वारा इस हेतु यथोचित प्राधिकृत समिति द्वारा किया जाएगा।
- चार. आयोग के दिशा-निर्देशों के अनुरूप आयोग द्वारा नामोद्दिष्ट किये जाने वाला तथा अनुज्ञप्तिधारी द्वारा नियुक्त किये जाने वाला स्वतंत्र सदस्य उपभोक्ता संबंधी मामलों से सुपरिचित होगा तथा मय न्यूनतम बीस वर्षों के व्यवसायिक अनुभव के किसी भी अध्ययन क्षेत्र में स्नातक होने के साथ-साथ अधिमानतः केन्द्र सरकार/राज्य सरकार/सार्वजनिक क्षेत्र के उपक्रम/विद्युत जनोपयोगी उपक्रमों का सेवानिवृत्त पदाधिकारी अथवा तकनीकी/वित्तीय/विधिक मामलों में उत्कृष्ट योग्यता के व्यक्तियों से होगा।
- 3.4 अध्यक्ष तथा सदस्यगण योग्य, सत्यनिष्ठ तथा प्रतिष्ठित व्यक्ति होंगे जिन्हें अपने-अपने तत्संबंधी कार्यक्षेत्रों की पर्याप्त जानकारी हो। कम्पनी स्तर के फोरम के सदस्यों द्वारा उपरोक्त विवरण के अनुरूप अनुभव तथा अर्हताएं धारित की जानी चाहिए। तथापि, जहां कहीं आवश्यक समझा जाए, आयोग अनुभव के मानदण्डों को शिथिल भी कर सकेगा।
- 3.5 वितरण अनुज्ञप्तिधारी आयोग को कम्पनी स्तर के फोरम के स्वतंत्र सदस्य के पद पर नामांकन हेतु न्यूनतम तीन अभ्यर्थियों की सूची प्रस्तुत करेगा। प्रत्येक अभ्यर्थी के संबंध में उसकी योग्यता, अनुभव से संबंधित विवरण तथा कार्यक्षमता, संनिष्ठा तथा प्रतिष्ठा से संबंधित पृष्ठभूमि के साथ-साथ वर्तमान में आहरित किये जा रहे वेतन/पेंशन के विवरण



प्रस्तुत किये जाएंगे। आयोग अनुज्ञप्तिधारी द्वारा प्रस्तावित नामों पर विचार करेगा तथा आयोग के अनुमोदन पश्चात् अनुज्ञप्तिधारी स्वतंत्र सदस्य की नियुक्ति करेगा।

- 3.6 कम्पनी स्तर के फोरम के अन्य चार सदस्यों की नियुक्ति अनुज्ञप्तिधारी द्वारा उपभोक्ता एवं उत्पादोभोक्ता (प्रोज्यूमर) प्रतिनिधियों के रूप में की जाएगी जिनकी न्यूनतम आयु 35 वर्ष हो तथा जो पूर्व में अनुज्ञप्तिधारियों (लायसेंसियों) के उपभोक्ता/उत्पादोभोक्ता (प्रोज्यूमर) रह चुके हों। ऐसे व्यक्ति द्वारा पूर्व में विद्युत देयकों के भुगतान में कभी भी चूक न की गई हो तथा इसे विद्युत अधिनियम 2003 की धारा 135 के अधीन पूर्व में कभी भी सिद्धदोष घोषित न किया गया हो तथा यह भी कि ऐसे व्यक्ति के विरुद्ध किसी भी न्यायालय में आपराधिक प्रकरण लबित न हो। ऐसे सदस्य निम्न उपभोक्ता श्रेणियों में से होंगे –

एक) कृषि उपभोक्ता

दो) औद्योगिक उपभोक्ता

तीन) सामान्य उपभोक्ता जैसे कि घरेलू/गैर-घरेलू आदि

चार) उपभोक्ताओं/उत्पादोभोक्ता (प्रोज्यूमर) की अधिकतम संख्या चार तक सीमित रखी जाएगी। प्रत्येक श्रेणी में से केवल एक ही सदस्य के नाम पर विचार किया जाएगा।

- 3.7 वितरण अनुज्ञप्तिधारी कम्पनी स्तर फोरम से अन्य फोरम का गठन स्वयं करेगा, तथापि, उपभोक्ताओं/उत्पादोभोक्ताओं (प्रोज्यूमरों) में से सदस्यों की नियुक्ति के लिये कम्पनी स्तर हेतु विनिर्दिष्ट मानदण्ड लागू होंगे। आयोग ऐसे फोरमों के लिये एक स्वतंत्र सदस्य को मनोनीत करेगा जिस के लिये वितरण अनुज्ञप्तिधारी दो अभ्यर्थियों की सूची प्रस्तुत करेगा।

**सेवा काल एवं सेवा शर्तें**

**वेतन/मानदेय तथा अन्य भत्ते**

**क. कम्पनी स्तरीय फोरम**

- 3.8 एक) विनियम 3.3 के अन्तर्गत, आयोग द्वारा मनोनीत सदस्य के संबंध में उसे भुगतानयोग्य वेतन अथवा मानदेय तथा अन्य भत्ते तथा सेवा की निबंधन तथा शर्तें आयोग द्वारा राज्य शासन के परामर्श अनुसार अनुमोदित की जाएंगी तथा इन्हें अनुज्ञप्तिधारी को भारित किया जाएगा जो उसे नियमित भुगतान बाबत उत्तरदायी होगा। अन्य सदस्य, जो विनियम 3.3 के अन्तर्गत वितरण अनुज्ञप्तिधारी के अधिकारी हैं, के संबंध में भुगतानयोग्य वेतन अथवा

मानदेय तथा भत्ते एवं अन्य निबंधन तथा शर्तें विद्युत वितरण कम्पनी के ऐसे अधिकारियों हेतु प्रचलित मानदण्डों के अनुरूप होंगी।

दो) सदस्यों का वेतन, भत्ते तथा सेवा संबंधी अन्य निबंधन तथा शर्तें उनकी नियुक्ति उपरान्त इस प्रकार परिवर्तित नहीं की जाएंगी जिसके अनुसार नियुक्ति उपरान्त ये उनके लिये अलाभकारी हों।

तीन) उपभोक्ताओं/उत्पादोभोक्ताओं (प्रोज्यूमरों) संवर्ग में से नियुक्त किये गये सदस्य मात्र मानसेवी होंगे। फोरम की बैठकों/सुनवाईयों/सम्मेलनों में उपस्थिति के लिये उन्हें अनुज्ञप्तिधारियों द्वारा यात्रा व्ययों का भुगतान किया जाएगा।

#### ख. उप संभाग/संभाग/वृत्त/क्षेत्र स्तरीय फोरम :

3.9 एक) सदस्यों को देय वेतन या मानदेय तथा अन्य भत्तों के बारे में निर्णय वितरण अनुज्ञप्तिधारी द्वारा लिया जाएगा।

दो) सदस्यों का वेतन, भत्ते तथा सेवा संबंधी अन्य निबंधन तथा शर्तें उनकी नियुक्ति उपरान्त इस प्रकार परिवर्तित नहीं की जाएंगी जिसके अनुसार नियुक्ति उपरान्त ये उनके लिये अलाभकारी हों।

तीन) उपभोक्ताओं/उत्पादोभोक्ताओं (प्रोज्यूमरों) संवर्ग में से नियुक्त किये गये सदस्य मात्र मानसेवी होंगे। फोरम की बैठकों/सुनवाईयों/सम्मेलनों में उपस्थिति के लिये उन्हें अनुज्ञप्तिधारियों द्वारा यात्रा व्ययों का भुगतान किया जाएगा।

3.10 अनुज्ञप्तिधारी द्वारा फोरम संबंधी समस्त लागत तथा व्यय वहन किये जाएंगे जिनमें इन विनियमों के अन्तर्गत फोरम की सहायता हेतु उसके कृत्यों में निर्वहन हेतु स्थापना तथा वांछित पदाधिकारियों पर किया गया व्यय भी शामिल होगा।

3.11 फोरम के कार्यालयीन व्यय को अनुज्ञप्तिधारी की राजस्व आवश्यकता माना जाएगा तथा इसे दर्शाये गये व्यय में दिखाना अनुमत होगा।

#### सेवा शर्तें

##### क. कम्पनी स्तरीय फोरम

3.12 फोरम के अध्यक्ष तथा सदस्यों का कार्यकाल उनकी नियुक्ति दिनांक से दो वर्षों की अवधि के लिये होगा परन्तु यह भी कि कोई भी मनोनीत सदस्य पैंसठ वर्ष की आयु पूर्ण कर लेने पर अपना कार्यभार धारित नहीं कर सकेगा। अनुज्ञप्तिधारी अगले अध्यक्ष तथा सदस्यों की चयन प्रक्रिया विद्यमान पदधारियों के निर्धारित सेवाकाल की अवधि समाप्त होने से काफी समय पूर्व प्रारम्भ करेगा। विद्यमान फोरम के कार्यकाल की समाप्ति उपरान्त, नवीन सदस्यों

तथा अध्यक्ष की नियुक्ति अपरिहार्य कारणों से विलंब होने की दशा में, विद्यमान फोरम विनियम 3.4 के उपबधों के अध्याधीन अपने कृत्य अधिकतम तीन माह की अवधि तक जारी रख सकेंगे जब तक नवीन सदस्य तथा अध्यक्ष अपने-अपने कार्य ग्रहण नहीं कर लेते। अनुज्ञप्तिधारी यह सुनिश्चित करेगा कि पदों को न भरे जाने के कारण फोरम की कार्यप्रणाली में व्यवधान उत्पन्न न हो तथा यह भी सुनिश्चित करेगा कि नवीन फोरम बढ़ाये गये कार्यकाल की अवधि के भीतर ही क्रियाशील हो जाए। यदि मनोनीत सदस्य अपने पद को त्याग दिये जाने का निर्णय लेता है तो उसे अनुज्ञप्तिधारी को दो (2) माह का नोटिस लिखित में देना हो गया फिर इसके बदले में उसे दो माह का वेतन जमा करना होगा।

**ख. उप-संभाग/संभाग/वृत्त/क्षेत्र स्तरीय फोरम**

3.13 सेवा संबंधी निबन्धन तथा शर्तों के बारे में निर्णय वितरण अनुज्ञप्तिधारी द्वारा लिया जाना चाहिए।

**ग. फोरम के सदस्यों हेतु अन्य शर्तें**

3.14 (एक) भारतीय दण्ड संहिता 1860 (क्रमांक 45, वर्ष 1860) की धारा 2.1 के आशय के अन्तर्गत मनोनीत सदस्य को लोकसेवक समझा जाएगा।

(दो) अनुज्ञप्तिधारी द्वारा विनियम 3.3 (एक) एवं (दो) के अनुसार नियुक्त किये गये अधिकारियों का उनके द्वारा अनुज्ञप्तिधारी के साथ धारित पद पर अपना धारणाधिकार (lien) बनाये रखा जायेगा। इसी प्रकार का प्रावधान अनुज्ञप्तिधारी द्वारा कंपनी स्तरीय फोरम से अन्य स्तर पर भी नियुक्त किये गये अधिकारियों पर भी लागू होगा।

**फोरम के सदस्यों का हटाया जाना**

3.15 फोरम के किसी सदस्य को अपने पद से हटाया जा सकेगा, यदि -

- (क) वह दिवालिया न्याय-निर्णीत कर दिया गया हो ; या
- (ख) वह नैतिक अधमता अंतर्वलित अपराध के लिये सिद्धदोषी ठहराया गया हो; या
- (ग) वह ऐसे सदस्य के रूप में कार्य करने में शारीरिक रूप से अथवा मानसिक रूप से असमर्थ हो गया हो, या
- (घ) वह युक्तियुक्त कारण के बिना कम से कम तीन माह तक की कालावधि के लिये कार्य करने से इनकार कर चुका हो अथवा कार्य करने में असफल रहा हो; या
- (ङ.) वह सदस्य के रूप में नियुक्ति की शर्तों में से किसी भी शर्त को पूरा करने में असमर्थ हो ; या

- (च) वह ऐसा वित्तीय अथवा अन्य हित अर्जित कर लेता है जिससे एक सदस्य के रूप में उसके कृत्यों पर प्रतिकूल प्रभाव पड़ सकता हो ; या
- (छ) वह स्वयं लोकहित के प्रतिकूल रीति में आचरण करता हो अथवा वह अपने पद का इस प्रकार दुरुपयोग करता हो जिससे उसके पद पर बना रहना लोकहित अथवा अधिनियम के उद्देश्यों और प्रयोजनों के प्रतिकूल हो ; या
- (ज) वह सिद्ध कदाचार का दोषी पाया गया हो ।
- (झ) बिना न्यायोचित कारणों के निरन्तर तीन सुनवाईयों से फोरम की सुनवाई में भाग न ले रहा हो।

3.16 फोरम का कोई भी सदस्य विनियम 3.15 (क), (ग), (घ), (ङ), (च) (छ) तथा (ज) में विनिर्दिष्ट आधारों पर अपने पद से नहीं हटाया जायेगा जब तक अनुज्ञप्तिधारी के अनुरोध पर आयोग द्वारा नियुक्त जाँच अधिकारी के समक्ष ऐसे सदस्य को स्वयं का बचाव करने का अवसर न दिया गया हो और अनुज्ञप्तिधारी द्वारा जाँच अधिकारी का प्रतिवेदन मान्य कर लिया गया हो और जिस व्यक्ति के खिलाफ कार्यवाही की जानी है उसे प्रतिवेदन की प्रति उपलब्ध करा दी गई हो। जाँच अधिकारी की नियुक्ति करते समय, आयोग यह भी विनिर्दिष्ट करेगा कि क्या संबंधित सदस्य, जाँच अवधि के दौरान, फोरम की कार्यवाहियों में भाग ले सकेगा अथवा नहीं। जाँच अधिकारी द्वारा प्रतिवेदन प्रस्तुत किये जाने के पश्चात् प्रकरण में अंतिम निर्णय लेने के पूर्व, अनुज्ञप्तिधारी द्वारा उन सदस्यों के प्रकरणों में, जो अनुज्ञप्तिधारी के अधिकारी हैं, आयोग से लिखित में अनुमोदन प्राप्त किया जायेगा। मनोनीत सदस्य के प्रकरण में, आयोग द्वारा अन्तिम निर्णय लिया जाएगा।

3.17 विनियम 3.16 के उपबंधों के अन्तर्गत लिये गये निर्णय को अनुज्ञप्तिधारी/आयोग संबंधित सदस्य/मनोनीत सदस्य को जाँच अधिकारी से ऐसा प्रतिवेदन प्राप्त होने के दो माह की अवधि के भीतर अपना निर्णय संसूचित करेगा।

#### **फोरम द्वारा अपनाई जाने वाली प्रक्रिया**

- 3.18 फोरम के सभी निर्णय उपस्थित सदस्यों के मत के अनुसार बहुमत की राय के आधार पर लिये जायेंगे।
- 3.19 फोरम की बैठक के लिये गणपूर्ति तीन सदस्यों से होगी और प्रत्येक सदस्य का एक मत होगा। किसी विषय अथवा प्रस्ताव पर मतों की बराबरी की दशा में, फोरम के अध्यक्ष का निर्णायक मत होगा।

- 3.20 अध्यक्ष की अनुपस्थिति की दशा में, अगला वरिष्ठ सदस्य तथा उसके बाद आयोग द्वारा नामांकित स्वतंत्र सदस्य अध्यक्ष के रूप में कार्य करेगा तथा उसका निर्णायक मत होगा।
- 3.21 अध्यक्ष को फोरम के अधीक्षण तथा नियंत्रण हेतु सामान्य शक्तियां प्राप्त होंगी।
- 3.22 किसी कारणवश फोरम में किसी सदस्य का पद रिक्त होने पर, केवल सेवानिवृत्ति प्रकरण को छोड़कर, अनुज्ञप्तिधारी, पद के रिक्त होने की दिनांक से दो माह के भीतर, रिक्त पद को भरने की कार्यवाही करेगा। तथापि, किसी सदस्य की सेवानिवृत्ति होने पर, अनुज्ञप्तिधारी द्वारा अग्रिम रूप से कार्यवाही की जाएगी ताकि नवीन सदस्य/अध्यक्ष की समय-अवधि के पूर्व नियुक्ति की जा सके। केवल फोरम के गठन में किसी त्रुटिवश अथवा सदस्यों में से किसी पद के रिक्त होने के कारण ही फोरम की कार्यवाही को अविधिमान्य नहीं समझा जाएगा।
- 3.23 फोरम, उपभोक्ता द्वारा लिखित में प्रेषित की गई या दाखिल की गई शिकायत को केवल निर्धारित प्ररूपों में ही फोरम के कार्यालय में प्राप्त करेगा।

#### उपभोक्ताओं की शिकायतों के निराकरण के लिये फोरम हेतु दिशा-निर्देश

- 3.24 किसी भी उपभोक्ता अथवा उत्पादोभोक्ता, जिसके द्वारा स्वयं को आयोग और/या फोरम में शिकायत निवारण हेतु पंजीकृत कराया गया हो, द्वारा अपनी शिकायत निर्धारित प्ररूप में परिशिष्ट-एक अनुसार एकल प्रति में दाखिल कराई जाएगी। अनुज्ञप्तिधारी प्रत्येक वितरण केन्द्र पर प्ररूप के हिन्दी संस्करण का प्ररूप भी उपलब्ध करायेगा।
- 3.25 फोरम के कार्यालय द्वारा शिकायतकर्ता को शिकायत प्राप्ति की अभिस्वीकृति (पावती) जारी की जायेगी।
- 3.26 (क) फोरम, ऐसी शिकायत की एक प्रति वितरण अनुज्ञप्तिधारी के संबंधित कार्यालय को यह निर्देशित करते हुए प्रेषित करेगा कि वह चौदह दिवस या फोरम द्वारा स्वीकृत ऐसी विस्तारित अवधि, जो दस दिवस से अधिक न होगी, के भीतर प्रकरण पर अपना पक्ष प्रस्तुत करे ,
- (ख) जहां वितरण अनुज्ञप्तिधारी का संबंधित कार्यालय, उप-खण्ड (क) के अनुसार उसे भेजी गई शिकायत की प्रति की प्राप्ति पर, शिकायत में अंतर्विष्ट अभिकथनों से इनकार या विरोध करता है या फोरम द्वारा दिए गए समय के भीतर प्रकरण में अपना पक्ष प्रस्तुत करने की कोई कार्यवाही करने में लोप करता है या असफल रहता है तो फोरम उपभोक्ता विवाद को हल करने के लिए --

- (एक) जहां वितरण अनुज्ञप्तिधारी, शिकायत में अंतर्विष्ट अभिकथनों से इनकार या विरोध करता हो, वहां शिकायतकर्ता और वितरण अनुज्ञप्तिधारी द्वारा उसके ध्यान में लाये गये साक्ष्य के आधार पर कार्रवाई करेगा, अथवा
- (दो) जहां वितरण अनुज्ञप्तिधारी, फोरम द्वारा दिए गए समय के भीतर अपना पक्ष प्रस्तुत करने की कार्यवाही करने में लोप करता हो या असफल रहता हो, वहां शिकायतकर्ता द्वारा उसके (फोरम के) ध्यान में लाए गए साक्ष्य के आधार पर फोरम एक-पक्षीय कार्यवाही करेगा।
- (ग) जहां शिकायतकर्ता फोरम के समक्ष सुनवाई की दिनांक को उपस्थित रहने में असफल रहता है तो ऐसी दशा में फोरम या तो शिकायत को अनुपस्थिति-दोष के लिये खारिज कर सकेगा या इसे गुण-दोष के आधार पर विनिश्चित कर सकेगा।
- 3.27 फोरम के कार्यालय में समय-समय पर फोरम में प्राप्त सभी शिकायतों के शुद्ध तथा सही अभिलेख रखे जायेंगे।
- 3.28 फोरम ऐसी किसी शिकायत निराकरण प्रक्रिया का सम्यक रूप से अनुपालन करेगा, जैसा कि आयोग समय-समय पर इस बारे में विनिर्दिष्ट किया जाए।
- 3.29 फोरम शिकायतकर्ता को अपना निर्णय आख्यापक अधिनिर्णय (Speaking Order) द्वारा ससूचित करेगा। फोरम द्वारा जारी दिशा-निर्देश अनुज्ञप्तिधारी पर बाध्यकारी होंगे। अनुज्ञप्तिधारी फोरम के आदेश का अनुपालन आदेश प्राप्त होने की तिथि से 45 दिवस के भीतर करेगा। उपयुक्त प्रकरणों में अनुज्ञप्तिधारी द्वारा अनुरोध किये जाने पर प्रकरण की प्रकृति पर विचार करते हुए फोरम शिकायतकर्ता को सूचित करते हुए अनुपालन की अवधि में अधिकतम तीन माह की वृद्धि कर सकेगा।
- 3.30 फोरम विद्युत अधिनियम, 2003 तथा विद्युत (उपभोक्ता अधिकार) नियम, 2020 के मानदण्डों के भीतर संचालित एक सांविधिक निकाय है, जिसके द्वारा शिकायतकर्ताओं का निराकरण करते समय इस संबंध में केन्द्रीय/राज्य सरकार या आयोग द्वारा बनाये गये अधिनियम, नियमों तथा विनियमों के उपबन्धों के सुसंगत उपभोक्ताओं के अभ्यावेदनों पर विचार किया जाएगा।
- 3.31 अनुज्ञप्तिधारी, विद्युत प्रदाय संबंधी उपभोक्ताओं को जारी किये जाने वाले बिलों के साथ आयोग द्वारा अधिसूचित ऐसी अन्य रीति में, फोरम के गठन तथा अस्तित्व का समय-समय पर प्रचार-प्रसार करेगा। यदि उचित समझा जाय तो उपभोक्ताओं को जारी बिलों के साथ तथा अनुज्ञप्तिधारी के सभी कार्यालयों में फोरम के सदस्यों तथा अधिकारियों के नाम/पद,

पते, ई-मेल पते, फैंक्स नम्बर एवं दूरभाष क्रमांक को प्रदर्शित किया जायेगा और इसका समुचित प्रचार-प्रसार भी किया जायेगा।

- 3.32 अनुज्ञप्तिधारी, फोरम के कार्य संचालन हेतु वांछित अधीनस्थ पदाधिकारी, समुचित कार्यालय व्यवस्था प्रदान करेगा।
- 3.33 अनुज्ञप्तिधारी, फोरम द्वारा लिये गये निर्णयों/आदेशों को समय-समय पर इनके जारी होने के सात दिवस के भीतर अपनी वेबसाइट पर अपलोड किये जाने की व्यवस्था करेगा।
- 3.34 फोरम के सदस्यगण तथा अध्यक्ष न तो विद्युत वितरण अनुज्ञप्तिधारियों के कार्यालयों का निरीक्षण करेंगे तथा न ही किसी परिसर के भौतिक निरीक्षण हेतु दिशा-निर्देश जारी करेंगे अथवा न ही कोई नवीन जांच करेंगे सिवाय ऐसे आपवादिक प्रकरणों में जहां आयोग द्वारा विशिष्ट तौर पर इस बारे में निर्देशित किया जाए।
- 3.35 उपरोक्त के होते हुए भी, फोरम विद्युत अधिनियम के भाग दस, ग्यारह, बारह, चौदह एवं पन्द्रह सहित आयोग या किसी अन्य प्राधिकारी के समक्ष विद्यमान या प्रस्तावित कार्यवाहियों से संबंधित किसी विषय-वस्तु के अभ्यावेदन ग्रहण नहीं करेगा।
- 3.36 उप-संभागीय या संभागीय या वृत्तीय या क्षेत्रीय स्तर पर प्रसारित निर्णय से असंतुष्ट उपभोक्ता को प्रकरण में विद्युत लोकपाल के समक्ष अपील प्रस्तुत करने से पूर्व इसे कम्पनी स्तर पर सुलझाने का विकल्प होगा।

**विद्युत लोकपाल को अभ्यावेदन की प्रस्तुति :**

- 3.37 यदि शिकायतकर्ता, फोरम के आदेश या शिकायत के निराकरण न किये जाने से असंतुष्ट है, तो वह अंतिम आदेश या फोरम द्वारा शिकायत निवारण हेतु अधिकथित अवधि की समाप्ति से साठ दिवस के भीतर परिशिष्ट में निर्धारित प्ररूप में आयोग द्वारा नियुक्त/नामोद्दिष्ट विद्युत लोकपाल को अभ्यावेदन दे सकेगा :

परन्तु यह कि विद्युत लोकपाल अभ्यावेदन को साठ दिवस की अवसान अवधि के उपरान्त 60 दिवस से अनाधिक अवधि के भीतर अभ्यावेदन को ग्रहण कर सकेगा, यदि वह संतुष्ट है तथा कारण लिखते हुए अभिलेखित करता है कि असंतुष्ट व्यक्ति के पास अभ्यावेदन कथित साठ दिवस की अवधि के भीतर प्रस्तुत न करने के पर्याप्त कारण विद्यमान थे।

- 3.38 विद्युत लोकपाल के पास कोई भी अभ्यावेदन दर्ज नहीं होगा जब तक उपभोक्ता विहित रीति में, फोरम के आदेश के निबंधनों के अनुसार वह देय राशि के कम से कम आधे भाग का भुगतान न कर दे जो कि फोरम द्वारा जारी आदेश के अनुसार होगी तथा फोरम द्वारा

शिकायत का निराकरण न होने की दशा में अनुज्ञप्तिधारी द्वारा देयकों के अनुसार देय राशि हो तथा उसका अम्यावेदन सफल न होने की दशा में उसके द्वारा बकाया राशि पर अधिभार का भुगतान किये जाने हेतु सहमति व्यक्त कर दी गई हो।

#### अध्याय 4 : विद्युत लोकपाल

##### विद्युत लोकपाल की नियुक्ति/मनोनयन :

- 4.1 आयोग, समय-समय पर ऐसे व्यक्ति या व्यक्तियों को, जैसा आयोग उचित समझे, अधिनियम की धारा 42 की उपधारा (7) में वर्णित कृत्यों का निर्वहन करने हेतु विद्युत लोकपाल के रूप में नियुक्त अन्यथा नामोद्दिष्ट कर सकेगा।
- 4.2 आयोग एक विद्युत लोकपाल या प्रत्येक अनुज्ञप्तिधारी के लिये अलग-अलग लोकपाल या दो अथवा इससे अधिक वितरण अनुज्ञप्तिधारियों के लिये एक सांझा विद्युत लोकपाल या लोकपालों को नियुक्त या नामोद्दिष्ट कर सकेगा।
- 4.3 विद्युत लोकपाल का चयन उन व्यक्तियों में से किया जायगा जिन्हें विधिक मामलों, अभियांत्रिकी, उद्योग, वित्त, प्रशासनिक, प्रबंधन, प्रतिरक्षा सेवाओं एवं उपभोक्ता मामलों, जैसे विशिष्ट क्षेत्र का अनुभव एवं जानकारी हो। पदाभिलाषी व्यक्ति(यों) को एक वर्ष पूर्व की अवधि में अनुज्ञप्तिधारी की किन्हीं गतिविधियों से सम्बद्ध नहीं होना चाहिये।
- 4.4 नियुक्त/नामोद्दिष्ट विद्युत लोकपाल, कार्यभार ग्रहण करने की दिनांक से 2 वर्ष की अवधि तक पद धारण करेगा। आयोग के विवेकाधिकार पर, 2 वर्ष की अवधि के बाद, नियुक्ति की कालावधि अगले एक वर्ष के लिये बढ़ाई जा सकेगी।

परन्तु यह कि कोई भी नियुक्त/नामोद्दिष्ट व्यक्ति विद्युत लोकपाल के रूप में पैंसठ वर्ष की आयु पहुंचने के उपरांत पद को धारित न कर सकेगा।

- 4.5 राज्य शासन से परामर्श कर आयोग द्वारा निश्चित किया गया नियत शुल्क अथवा मानदेय, अन्य लाभों को सम्मिलित कर, नियुक्त विद्युत लोकपाल को भुगतान किया जा सकेगा।
- 4.6 अपना पद ग्रहण करने से पूर्व, विद्युत लोकपाल ऐसे प्ररूप में पद और गोपनीयता की शपथ लेगा और हस्ताक्षर करेगा, जैसा कि आयोग द्वारा विहित किया जाये। आयोग का अध्यक्ष उसे शपथ दिलायेगा।
- 4.7 विद्युत लोकपाल अपने अधिकार क्षेत्र में ऐसे स्थानों पर बैठक आयोजित कर सकेगा, जैसा उसके द्वारा आवश्यक और उचित समझा जाये।



- 4.8 भारतीय दण्ड संहिता, 1860 (क्रमांक 45, वर्ष 1860) की धारा 21 के आशय के अंतर्गत विद्युत लोकपाल को लोकसेवक समझा जायेगा।
- 4.9 विद्युत लोकपाल, आयोग को कम से कम तीन माह की लिखित सूचना देकर अपना पद त्याग सकेगा। आयोग, विद्युत लोकपाल को एक माह की सूचना देकर कार्यालय से किसी भी समय हटा सकेगा, यदि —
- (क) वह दिवालिया न्याय—निर्णीत कर दिया गया हो ; या
  - (ख) वह नैतिक अधमता अंतर्वलित अपराध के लिये सिद्धदोषी ठहराया गया हो ; या
  - (ग) वह ऐसे सदस्य के रूप में कार्य करने में शारीरिक रूप से अथवा मानसिक रूप से असमर्थ हो गया हो, या
  - (घ) वह युक्तियुक्त कारण के बिना कम से कम तीन माह तक की कालावधि के लिये कार्य करने से इनकार कर चुका हो अथवा कार्य करने में असफल रहा हो ; या
  - (ङ) वह सदस्य के रूप में नियुक्ति की शर्तों में से किसी भी शर्त को पूरा करने में असमर्थ हो ; या
  - (च) वह ऐसा वित्तीय अथवा अन्य हित अर्जित कर लेता है जिससे कि एक सदस्य के रूप में उसके कृत्यों पर प्रतिकूल प्रभाव पड़ सकता हो ; या
  - (छ) वह स्वयं लोकहित के प्रतिकूल रीति में आचरण करता हो अथवा वह अपने पद का इस प्रकार दुरुपयोग करता हो जिससे कि उसके पद पर बने रहना लोकहित अथवा अधिनियम के उद्देश्यों और प्रयोजनों के प्रतिकूल हो ; या
  - (ज) वह सिद्ध कदाचार का दोषी पाया गया हो :

परन्तु यह कि जब तक आयोग द्वारा जाँच करने पर यह निष्कर्ष निकले कि विद्युत लोकपाल को ऐसे आधार अथवा आधारों पर हटाया जाना आवश्यक है, विद्युत लोकपाल को उसके कार्यालय से हटाया नहीं जायगा।

- 4.10 विद्युत लोकपाल के कार्यालय पर किया गया व्यय आयोग द्वारा वहन किया जाएगा।

**उपमोक्ताओं की शिकायतों के निवारण हेतु विद्युत लोकपाल के कृत्य**

- 4.11 विद्युत लोकपाल निम्नलिखित कृत्यों का निर्वहन करेगा :—

- (क) अधिनियम की धारा 42 की उपधारा (5) के अंतर्गत गठित फोरम के द्वारा शिकायत का निराकरण न किये जाने पर शिकायतकर्ता द्वारा दिये गये अभ्यावेदनो को ग्रहण एवं

उन पर विचार कर सकेगा। उपरोक्त के होते हुए भी विद्युत लोकपाल, अधिनियम के भाग दस, ग्यारह, बारह, चौदह एवं पन्द्रह सहित आयोग या किसी अन्य प्राधिकारी के समक्ष विद्यमान या प्रस्तावित कार्यवाहियों से संबंधित किसी विषयवस्तु के अभ्यावेदन ग्रहण नहीं करेगा।

- (ख) विद्युत लोकपाल अपने कार्यालय के अधीक्षण एवं नियंत्रण की सामान्य शक्तियों का उपयोग करेगा और कार्यालय के कार्य संचालन हेतु उत्तरदायी होगा।
- (ग) विद्युत लोकपाल एक साविधिक निकाय है जो विद्युत अधिनियम, 2003 तथा विद्युत (उपभोक्ता अधिकार) नियम, 2020 के मानदण्डों के अन्तर्गत प्रचालित होता है। मामले, जो कि दाखिल किये गये अभ्यावेदन की विषय-वस्तु हैं, में प्रथमतः वह परामर्शदाता अथवा मध्यस्थ की भूमिका का निर्वहन करेगा तथा शिकायतों का निपटान करते समय उपभोक्ताओं के अभ्यावेदनों पर अधिनियम के उपबंधों, इनके अन्तर्गत बनाये गये नियमों तथा विनियमों अथवा केन्द्र/राज्य सरकार अथवा आयोग द्वारा जारी सामान्य आदेशों अथवा निर्देशों के सुसंगत विचार करेगा।

#### विद्युत लोकपाल को अभ्यावेदन

4.12 इस विनियम के अध्याधीन रहते हुए, विद्युत लोकपाल को दिया जाने वाला कोई अभ्यावेदन—

- (क) लिखित में होगा ;
- (ख) उपभोक्ता द्वारा हस्ताक्षरित होगा ;
- (ग) उपभोक्ता/अनुज्ञप्तिधारी का नाम तथा पता प्रकट किया जायेगा,
- (घ) अनुज्ञप्तिधारी के शिकायत निवारण फोरम के अधि-निर्णय सहित शिकायत का विवरण अंतर्विष्ट होगा ; और
- (ङ) किसी अन्य प्राधिकारी/विधि न्यायालय को की गई शिकायत का विवरण अंतर्विष्ट होगा।

4.13 विद्युत लोकपाल, स्वविवेक पर ऐसा अभ्यावेदन स्वीकार कर सकेगा, जिसमें विनियम 4.12 का अनुपालन न किया गया हो।

#### अतिरिक्त जानकारी की आवश्यकता

4.14 विद्युत लोकपाल, किसी भी समय, अभ्यावेदन देने वाले उपभोक्ता से निम्नानुसार अपेक्षा कर सकेगा :

- (क) अतिरिक्त जानकारी या अभिलेखों का प्रस्तुत किया जाना; या

(ख) अभ्यावेदन के पूरे या किसी भाग को शपथ-पत्र पर सत्यापित किया जाना।

- 4.15 विनियम 4.14 के अधीन जब कोई अपेक्षा की जाय तो विद्युत लोकपाल को समुचित समयावधि विनिर्दिष्ट करनी चाहिये जिसके भीतर अपेक्षा का समाधान किया जाना है।
- 4.16 विद्युत लोकपाल विनियम 4.15 में विनिर्दिष्ट अवधि समयावधि के पूर्व अथवा इसके समापन उपरांत इसमें समय वृद्धि कर सकेगा।

#### अभ्यावेदन का वापस लिया जाना

- 4.17 उपभोक्ता विद्युत लोकपाल को अभ्यावेदन के वापस लेने की लिखित अधिसूचना द्वारा किसी भी समय इसे वापस ले सकेगा।

#### विद्युत लोकपाल द्वारा कार्रवाई

- 4.18 अधिनियम एवं इस विनियम के प्रावधानों के अध्याधीन शिकायत पर विचार किये जाने हेतु योग्य एवं उचित है अथवा नहीं के बारे में विद्युत लोकपाल का निर्णय अंतिम होगा।
- 4.19 दोनों पक्षों को सुनवाई का अवसर दिये जाने के पश्चात ही, विद्युत लोकपाल अभ्यावेदन पर अपना निर्णय देगा।
- 4.20 अपने कृत्यों के निर्वहन के प्रयोजन से, विद्युत लोकपाल, अनुज्ञप्तिधारी अथवा अनुज्ञप्तिधारी के पदाधिकारियों, प्रतिनिधियों या अभिकर्ताओं से, अभ्यावेदन पर निर्णय देने हेतु, आवश्यक अभिलेख, पुस्तकें, जानकारी, ऑकड़े एवं विवरण प्रस्तुत करने की अपेक्षा कर सकेगा और अनुज्ञप्तिधारी, विद्युत लोकपाल की अपेक्षा का यथायोग्य पालन करेगा।
- 4.21 विद्युत लोकपाल न तो विद्युत वितरण अनुज्ञप्तिधारियों के कार्यालयों का निरीक्षण करेंगे तथा न ही किसी परिसर के भौतिक निरीक्षण हेतु दिशा-निर्देश जारी करेंगे अथवा न ही कोई नवीन जांच करेंगे सिवाय ऐसे आपवादिक प्रकरणों में जहां आयोग द्वारा विशिष्ट तौर पर निर्देशित किया जाए।
- 4.22 यदि विद्युत लोकपाल ने किसी अभ्यावेदन की प्राप्ति पर परीक्षण प्रारंभ कर दिया हो तो अभ्यावेदन या परीक्षण में उठाये गये विषय पर अनुज्ञप्तिधारी द्वारा अभ्यावेदन प्राप्ति की तिथि से तीन माह तक किसी न्यायालय में कार्यवाही प्रारंभ नहीं की जानी चाहिये।
- 4.23 शिकायतकर्ता से अभ्यावेदन प्राप्ति की दिनांक से तीन माह के भीतर, विद्युत लोकपाल अभ्यावेदन पर अंतिम निर्णय देगा तथा तीन माह के भीतर अभ्यावेदन पर अंतिम निर्णय न दिये जाने की दशा में, अनुज्ञप्तिधारी के कारण हुई देरी के कारण अनुज्ञप्तिधारी द्वारा देय खर्च सहित, विद्युत लोकपाल इसके कारण अभिलिखित करेगा। यदि विलम्ब के लिये

शिकायतकर्ता उत्तरदायी हो तो विद्युत लोकपाल, प्रकरण के गुण-दोष के आधार पर या तो प्रकरण में कार्यवाही करने या फिर अभ्यावेदन को निरस्त किये जाने का निर्णय ले सकेगा।

#### **विद्युत लोकपाल द्वारा निष्पक्ष एवं साम्यपूर्ण कार्य करना**

- 4.24 विद्युत लोकपाल, पारदर्शिता और प्राकृतिक न्याय के सिद्धान्तों का यथोचित अनुपालन तथा विधि की यथोचित प्रक्रिया को सुनिश्चित करते हुए, कार्यप्रणाली अपनायेगा।
- 4.25 विद्युत लोकपाल, शिकायत का निपटान निष्पक्ष एवं न्यायसम्मत रीति से करेगा।
- 4.26 व्यावहारिक रूप से जितना जल्दी हो सके, किन्तु अभ्यावेदन प्राप्ति की दिनांक से एक सप्ताह से अधिक नहीं, विद्युत लोकपाल दूसरे पक्षकार को शिकायत की प्रति सहित सूचना की तामील करायेगा।

#### **निर्णय**

- 4.27 विद्युत लोकपाल, जैसा वह उचित समझे, प्रकरण पर सुनवाई हेतु स्थान, तिथि तथा समय निश्चित कर सकेगा।
- 4.28 विद्युत लोकपाल पक्षों को सुनवाई के लिये अवसर प्रदान करने के बाद उनके अभिवचनों के आधार पर प्रकरण पर निर्णय देगा। विद्युत लोकपाल, विस्तृत कारणों के साथ, जैसा कि वह प्रकरण के तथ्यों तथा परिस्थितियों पर उचित समझे, अपना निर्णय संसूचित करेगा। संसूचना की एक प्रति शिकायतकर्ता तथा संबद्ध अनुज्ञप्तिधारी को प्रेषित की जाएगी। विद्युत लोकपाल द्वारा जारी दिशा-निर्देश अनुज्ञप्तिधारी पर बाध्यकारी होंगे। अनुज्ञप्तिधारी विद्युत लोकपाल के आदेश का अनुपालन आदेश प्राप्त होने की तिथि से 45 दिवस के भीतर करेगा। उपयुक्त प्रकरणों को, अनुज्ञप्तिधारी द्वारा अनुरोध किये जाने पर, प्रकरण की प्रकृति पर विचार करते हुए, विद्युत लोकपाल शिकायतकर्ता को सूचित करते हुए, अनुपालन की अवधि में अधिकतम तीन माह की वृद्धि कर सकेगा।

### **अध्याय 5 – विविध**

#### **कठिनाइयाँ दूर करने की शक्तियाँ :**

- 5.1 यदि इस विनियम के किन्हीं उपबंधों को प्रभावी करने में कोई कठिनाई उद्भूत होती है तो आयोग, सामान्य या विशेष आदेश द्वारा, जो कठिनाईयों को दूर करने के प्रयोजन के लिय आवश्यक या समीचीन हो और विद्युत अधिनियम, 2003 से असंगत न हो, अनुज्ञप्तिधारी को समुचित कार्यवाही करने का निर्देश दे सकेगा।

5.2 इस विनियम के अनुसार फोरम की स्थापना में उद्भूत किन्हीं कठिनाईयों को दूर करने के लिये अनुज्ञप्तिधारी आयोग को एक आवेदन देकर यथोचित आदेश प्राप्त कर सकेगा।

**संशोधन करने की शक्ति**

5.3 आयोग किसी भी समय इस विनियम के किसी उपबंध को परिवर्तित, परिवर्धित, संशोधित या सुधार कर सकेगा।

**अनुज्ञप्तिधारी और आयोग को प्रतिवेदन की प्रस्तुति**

5.4 वितरण अनुज्ञप्तिधारी शिकायत प्रतितोष की निगरानी के लिये एक तन्त्र की स्थापना करेगा।

5.5 कम्पनी स्तरीय फोरम, अनुज्ञप्तिधारी, तथा आयोग को प्रतिमाह निर्धारित प्ररूप में प्रतिवेदन प्रस्तुत करेगा। जिस माह के लिये प्रतिवेदन तैयार किया जा रहा हो, उस माह की समाप्ति के बाद 15 दिवस के भीतर प्रतिवेदन प्रस्तुत किया जाना चाहिये।

5.6 अनुज्ञप्तिधारी, विद्युत लोकपाल और आयोग को शिकायत के निवारण में समयबद्धता का किस सीमा तक अनुसरण किया गया है, अनुपालन के मानदण्डों, अन्य अनुपालन मानदण्डों तथा उपभोक्ता शिकायत संबंधी सूचना के बारे में त्रैमासिक प्रतिवेदन प्रेषित करेगा।

5.7 (क) विद्युत लोकपाल छमाही आधार पर एक प्रतिवेदन तैयार करेगा जिसमें विद्युत लोकपाल द्वारा संव्यवहारित शिकायतों के प्रकार के विवरण, अनुज्ञप्तिधारी द्वारा शिकायत के निराकरण हेतु दी गई प्रतिक्रिया तथा पिछले छः माह में अधिनियम की धारा 57 के अन्तर्गत आयोग द्वारा विनिर्दिष्ट अनुपालन मानदण्डों के परिपालन के संबंध में विद्युत लोकपाल का मत दर्शाया जाएगा।

(ख) उपरोक्त अनुच्छेद (क) के अन्तर्गत प्रतिवेदन को राज्य आयोग एवं राज्य सरकार को सुसंगत 6 माह की अवधि की समाप्ति से 45 दिवस के भीतर अग्रेषित किया जाएगा। छमाही प्रतिवेदन अप्रैल से सितम्बर एवं अक्टूबर से मार्च की अवधि हेतु होंगे।

5.8 विद्युत लोकपाल, वर्ष के दौरान किये गये कार्यों की मुख्य विशेषताओं को दर्शाते हुए एक विवरणात्मक वार्षिक प्रतिवेदन तैयार करेगा और इस प्रतिवेदन को अधिनियम की धारा 105 के अधीन आयोग के वार्षिक प्रतिवेदन में सम्मिलित किये जाने हेतु उपलब्ध करायेगा।

**अधोसंरचना तथा प्रशिक्षण**

5.9 अनुज्ञप्तिधारी सुनिश्चित करेगा कि केन्द्रीय शिकायत कक्ष की स्थापना सहित शिकायत निराकरण प्रक्रिया के संचालन हेतु सभी पर्याप्त अधोसंरचना स्थापित कर दी गई है और

शिकायत निवारण की समस्त समय-सीमाओं का परिपालन किया जा रहा है। अनुज्ञप्तिधारी का यह दायित्व होगा कि वह सुनिश्चित करे कि सभी शिकायतों को ग्रहण करने हेतु पर्याप्त दूरभाष लाईनें ली गई हैं, शिकायत पटल हर समय कार्यशील है, दूरभाष वार्तालाप तथा शिष्टाचार हेतु पर्याप्त प्रशिक्षण दिया गया है सभी आवश्यक प्ररूप/नियम/प्रक्रियाएं, इत्यादि हर समय उपलब्ध हैं तथा अन्य आवश्यक ऐसे सभी कदम उठाये गये हैं, जिनसे अधिकारियों/कर्मचारियों के साथ व्यवहार में उपभोक्ताओं को सुखद अनुभव हो।

- 5.10 अनुज्ञप्तिधारी इन विनियमों के विस्तृत प्रचार-प्रसार हेतु सभी आवश्यक कदम उठायेगे। इन्हें उनकी वेबसाइट पर भी उपलब्ध कराया जाएगा। समस्त परिवर्तनों/सुधारों का भी इसी प्रकार प्रचार-प्रसार किया जाएगा। उपभोक्ताओं को समय-समय पर उनके अधिकारों एवं दायित्वों के बारे में भी जागरूक किया जाएगा। अनुज्ञप्तिधारियों के कार्यालयों में उपभोक्ताओं को शिकायतों से संबंधित समस्त वांछित प्ररूपों/नियमों का पर्याप्त मात्रा में भण्डारण किया जाएगा तथा इन्हें उपभोक्ताओं को उपलब्ध कराया जाएगा।

#### निरसन तथा व्यावृत्ति :

- 5.11 इन विनियमों की कोई भी बात आयोग को ऐसे किसी भी आदेश को पारित करने हेतु प्रदत्त अंतर्निहित शक्तियों को सीमित या अन्यथा प्रभावित नहीं करेगी जो न्याय के उद्देश्य प्राप्त करने अथवा आयोग की प्रक्रिया के दुरुपयोग रोकने के उद्देश्य से आवश्यक हो।
- 5.12 इन विनियमों में किया गया कोई भी उल्लेख आयोग को अधिनियम के प्रावधानों की अनुरूपता में, मामलों में व्यवहार करने के लिये एक ऐसी प्रक्रिया अपनाने से नहीं रोकेंगे, जो यद्यपि इन विनियमों के किन्हीं भी प्रावधानों से भिन्न हो, लेकिन जिसे आयोग, मामले या मामलों के वर्ग की विशेष परिस्थितियों के परिप्रेक्ष्य में और इसके कारणों को अभिलिखित करते हुए, आवश्यक या समीचीन समझता हो।
- 5.13 इन विनियमों में किया गया कोई भी उल्लेख, स्पष्टतया या परोक्ष रूप से आयोग को अधिनियम के अधीन किसी मामले में कार्यवाही करने से या शक्ति का प्रयोग करने से नहीं रोकेंगे, जिसके लिये कोई विनियम निर्मित नहीं किये गये हों और आयोग इस तरह के मामलों में ऐसी कार्यवाही कर सकेगा और ऐसी शक्तियों का प्रयोग और कृत्य कर सकेगा, जैसा कि आयोग उचित समझे।
- 5.14 इन विनियमों में किया गया कोई भी उल्लेख, उपभोक्ता संरक्षण अधिनियम, 1986 (वर्ष 1986 का क्रमांक 68) तथा इसमें किये गये संशोधन/पुनरीक्षण सहित तत्समय में प्रभावशील किसी अन्य विधि के अंतर्गत दिये गये उपभोक्ता के अधिकारों एवं विशेषाधिकारों को प्रभावित नहीं कर सकेगा।
- 5.15 दिनांक 20.08.2009 को अधिसूचित विनियम नामतः "मध्यप्रदेश विद्युत नियामक आयोग (उपभोक्ताओं की शिकायतों के निराकरण हेतु फोरम तथा विद्युत लोकपाल की स्थापना) (पुनरीक्षण प्रथम) विनियम, 2009 जो संशोधनों के साथ सहपठित है, जैसा कि वह इस विनियम की विषय-वस्तु के साथ प्रयोज्य है, को एतद् द्वारा निरस्त किया जाता है।

आयोग के आदेशानुसार,  
गजेन्द्र तिवारी, आयोग सचिव.

परिशिष्ट : एक

फोरम/विद्युत लोकपाल के समक्ष प्रस्तुत किये जाने वाला अभ्यावेदन का प्ररूप

क्रमांक ..... वर्ष ..... दिनांक .....

(कार्यालय द्वारा भरा जावे)

प्रति,

अध्यक्ष/विद्युत लोकपाल,  
(फोरम/विद्युत लोकपाल का पता)

महोदय,

विषय : .....

के विरुद्ध शिकायत (वितरण केन्द्र तथा अनुज्ञप्तिधारी का नाम)

असतुष्ट उपभोक्ता/उत्पादोभोक्ता जिसका नाम नीचे दर्शाया गया है, द्वारा फोरम/विद्युत लोकपाल को एक अभ्यावेदन प्रस्तुत किया गया था। शिकायत का विवरण निम्नानुसार है :-

1. उपभोक्ता/उत्पादोभोक्ता का नाम : \_\_\_\_\_
2. उपभोक्ता/उत्पादोभोक्ता का पूरा पता : \_\_\_\_\_  
पिन कोड : \_\_\_\_\_  
दूरभाष क्रमांक/फैक्स क्रमांक : \_\_\_\_\_
3. वितरण केन्द्र तथा अनुज्ञप्तिधारी का पूरा नाम : \_\_\_\_\_  
पता, पिन कोड, दूरभाष क्रमांक/फैक्स क्रमांक : \_\_\_\_\_
4. संयोजन का विवरण तथा उपभोक्ता का लेखा क्रमांक : \_\_\_\_\_  
(कृपया संयोजन का प्रकार दर्शायें)

5. उपभोक्ता द्वारा वितरण केन्द्र/फोरम को अभ्यावेदन प्रस्तुत किये जाने की तिथि :  
\_\_\_\_\_ कृपया अभ्यावेदन की तीन प्रतियां संलग्न करें)
6. अभ्यावेदन की विषय-वस्तु : \_\_\_\_\_  
\_\_\_\_\_
7. अभ्यावेदन का विवरण (यदि विवरण प्रस्तुति हेतु स्थान कम हो तो पृथक पृष्ठ पर विवरण दर्शाये) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. क्या उपभोक्ता द्वारा वितरण अनुज्ञापिधारी/फोरम का अन्तिम निर्णय प्राप्त कर लिया गया है ? (यदि हां, तो फोरम के आदेश के अन्तिम प्रसारित निर्णय की 'तीन प्रतियां' संलग्न करें)
9. फोरम/विद्युत लोकपाल से वांछित राहत का स्वरूप  
\_\_\_\_\_
10. उपभोक्ता द्वारा दावा की गई आर्थिक हानि का प्रकार एवं तत्संबंधी राशि, यदि कोई हो जो क्षतिपूर्ति के बतौर चाही गई है, रुपये \_\_\_\_\_ (कृपया यह दर्शाये जाने हेतु कि इस प्रकार हुई हानि, वितरण अनुज्ञापिधारी की किसी कथित क्रिया, कृत अथवा अकृत, चूक के परिणामस्वरूप हुआ है बाबत लिखित प्रमाण, यदि कोई हों तो संलग्न करें)
11. संलग्न अभिलेखों की सूची (कृपया समस्त अभिलेखों की 'तीन प्रतियां' संलग्न करें)
12. घोषणा :  
(क) मैं/हम निम्न उपभोक्ता/उपभोक्तागण एतद् द्वारा घोषणा करते हैं कि  
(1) उपरोक्त प्रस्तुत की गई जानकारी सत्य एवं सही है ; तथा  
(2) मेरे/हमारे द्वारा उपरोक्त कॉलमों में तथा एतद् द्वारा प्रस्तुत अभिलेखों किसी तथ्य को न तो छुपाया गया है अथवा न ही किसी प्रकार से अनुचित अभ्यावेदित किया गया है।  
(ख) मेरे/हमारे पास पूर्ण विश्वसनीय उपलब्ध जानकारी के अनुसार मेरे/हमारे अभ्यावेदन की विषय-वस्तु को मेरे द्वारा अथवा हम में से किसी के द्वारा अथवा विषय वस्तु से



संबद्ध किसी पक्षकार द्वारा इससे पूर्व फोरम/विद्युत लोकपाल कार्यालय के समक्ष प्रस्तुत नहीं किया गया है।

- (ग) मेरे/हमारे अभ्यावेदन से संबंधित विषय-वस्तु का फोरम/विद्युत लोकपाल कार्यालय के द्वारा किन्हीं पूर्व कार्यवाहियों के माध्यम से निपटान नहीं किया गया है।
- (घ) प्रस्तुत अभ्यावेदन संबंधी विषय-वस्तु का किसी प्राधिकरण/न्यायालय/मध्यस्थ द्वारा निर्णय नहीं किया गया है।

अथवा

प्रस्तुत अभ्यावेदन संबंधी विषय-वस्तु दिनांक ..... से .....  
(कृपया प्राधिकरण/न्यायालय/मध्यस्थ जिसके समक्ष प्रकरण लंबित है के नाम के उल्लेख करें) के समक्ष लंबित है तथा कार्यवाहियों संबंधी अन्तिम न्यायलयीन निर्णय होने में समय लगने की संभावना है।

भवदीय,

(हस्ताक्षर)

(उपभोक्ता का पूरा नाम)

नामांकन : यदि उपभोक्ता उसके प्रतिनिधि को उसकी ओर से फोरम/विद्युत लोकपाल अथवा विद्युत लोकपाल के कार्यालय के समक्ष प्रस्तुत होने तथा प्रस्तुतिकरण करने हेतु नामांकित करना चाहे तो उसे निम्न घोषणा प्रस्तुत करनी होगी :-

मैं/हम, जो उपरोक्त कथित उपभोक्ता/उपभोक्तागण हैं, एतद् द्वारा श्री/श्रीमति .....  
....., जो अधिवक्ता नहीं है तथा जिसका पता .....  
है, को मेरा/हमारा प्रतिनिधि नामांकित करता/करती/करते हूँ/हैं तथा उसके/उनके द्वारा प्रस्तुत कोई अभिकथन, स्वीकारोक्ति अथवा अस्वीकारोक्ति मेरे/हम पर बंधनकारी होगा/होगी। इनके द्वारा मेरी उपस्थिति में हस्ताक्षर किया गया।

स्वीकार किया गया

(प्रतिनिधि के हस्ताक्षर)

(उपभोक्ता के हस्ताक्षर)

जो लागू न हो उसे काट दें।

नोट : शपथ-पत्र लगाया जाना आवश्यक नहीं है।

Bhopal, Dated 22<sup>nd</sup> July 2021

No. 1023 /MPERC/. In exercise of the powers conferred under clauses {r},{s} and {zp} of Sub-section (2) of Section 181 read with Sub-sections (5) (6) and (7) of Section 42 of the Electricity Act 2003 (36 of 2003) read with the Electricity (Rights of Consumers ) Rules,2020 notified by Government of India and all other powers enabling it in this behalf, the Madhya Pradesh Electricity Regulatory Commission hereby, in suppression of Regulations, namely MPERC (Establishment of Forum and Electricity Ombudsman for redressal of grievances of the consumers) Regulations, 2009 notified on 20.08.2009, makes the MPERC (Establishment of Forum and Electricity Ombudsman for redressal of grievances of the consumers) (Revisions- II) Regulations, 2021, namely :-

**MPERC (Establishment of Forum and Electricity Ombudsman for redressal of grievances of the consumers) (Revision-II) Regulations, 2021**

**CHAPTER 1:INTRODUCTION**

The MPERC recognizes that need has arisen to revise the existing regulations to align with the Electricity (Rights of Consumers ) Rules,2020 notified on 31.12.2020 by the Ministry of power, Govt of India to ensure further improvement in consumers services as also to provide for timely and satisfactorily resolutions of consumers grievances.

**CHAPTER 2: SHORT TITLE AND COMMENCEMENT:**

- 2.1 These Regulations may be called the Madhya Pradesh Electricity Regulatory Commission (Establishment of Forum and Electricity Ombudsman for Redressal of Grievances of the Consumers) (Revision-II) Regulations, 2021 {RG-3(II) of 2021}.
- 2.2 These Regulations shall be applicable to the Licensees/Franchisees operating in the State of Madhya Pradesh in their respective licensed areas.
- 2.3 These Regulations shall come into force from the date of their publication in the official Gazette of the Government of Madhya Pradesh.

**Definitions:**

- 2.4 In these Regulations, unless the context otherwise requires:
  - (a) "Act" means the Electricity Act, 2003 (No.36 of 2003);
  - (b) "Chairperson" means the Chairperson of the Forum;
  - (c) "Commission" means the Madhya Pradesh Electricity Regulatory Commission;
  - (d) "Complainant" means
    - (i) a consumer as defined under sub-section (15) of Section 2 of the Act;
    - or

- (ii) an applicant for new connection; or
  - (iii) any registered consumer association; or
  - (iv) any unregistered association of consumers, where the consumers have similar interest; or
  - (v) in case of death of a consumer, his legal heirs or representatives;
- (e) "Complaint" means any representation in writing made by a Complainant regarding redressal of Grievance.
- (f) "Consumer Dispute" means a dispute where the Licensee or its representative against whom a complaint has been made, denies or disputes the allegations contained in the complaint;
- (g) "Distribution Licensee " means a licensee authorised to operate and maintain a distribution system for supplying electricity to the consumers in its licensed area of supply;
- (h) "Defect" means any fault, imperfection or shortcoming in the quality, quantity, purity or standard of service, equipment or material which is required to be maintained, under any law for the time being in force or under any contract, express or implied, or as is claimed, by the Distribution Licensee in any manner whatsoever in relation to electricity service;
- (i) "Electricity Service" in particular and without prejudice to the generality of the term means supply, billing, metering & maintenance of quality and supply of electrical energy to the consumer and all other related services, etc;
- (j) "Electricity Ombudsman" means an authority appointed or designated by the Commission, under Sub-section (6) of Section 42 of the Act, to whom a representation may be made by any consumer, who is aggrieved by non-redressal of his Grievance by the Forum;
- (k) "Forum" means 'Electricity Consumers Grievances Redressal Forum', constituted by each licensee in terms of Sub-section (5) of Section 42 of the Act;
- (l) "Franchisee" means a person authorised by a Distribution Licensee to distribute electricity on its behalf in a particular area within his area of supply;
- (m) "Grievance" shall mean a dissatisfaction of the Consumer arising out of the failure of the Licensee to register or redress a Complaint and shall include any dispute between the Consumer and the Licensee with regard to any Complaint or with regard to any action taken by the Licensee in relation to or pursuant to a Complaint filed by the affected person. However, the matters falling within the purview of any of the following provisions of the Act will not form a grievance under these Regulations:
- (i) Unauthorised use of electricity as provided under Section 126 of the Act;

- (ii) Offences and penalties as provided under Sections 135 to 139 of the Act;
- (iii) Compensation related to accident in the distribution, supply or use of electricity as provided under Section 161 of the Act; and
- (iv) Recovery of arrears where the bill amount is not disputed;
- (n) "Licensee" means the Distribution Licensee;
- (o) "Member" means a Member of the Forum; and
- (p) "Prosumer" means a person who consumes electricity from grid and can also inject electricity into the grid for distribution licensee, using same point of supply.

2.5 The words and expressions used and not defined in these Regulations but defined in the Act shall have the meanings assigned to them in the Act and in absence thereof, the meanings as commonly understood in the electricity supply industry.

### CHAPTER 3 : GRIEVANCE REDRESSAL FORUM

#### Constitution of the Forum:

- 3.1 Every Distribution Licensee shall appoint one or more Forum(s), to be designated as 'Electricity Consumers Grievances Redressal Forum' for redressal of Grievances of the Consumers in accordance with these Regulations to cater the needs of the sub-division, division, circle, region, company level. These Forum(s) shall settle the Grievances of the consumers within a period of 30 days normally and not exceeding 45 days in any case. The forum may be assigned different types of grievances depending on the nature of the grievance and the level at which it can be best resolved.
- 3.2 The Head Office of the Forum shall be at such a place as the Licensee may notify. The Forum may, however, conduct its sittings at such other places also besides its Head Office, in consonance with the overall objective of ensuring that Complaints / Grievances are heard and disposed off within the time limit specified at Regulation 3.1 above.
- 3.3 The forum shall consist of two officers of the licensee, one independent member, and have not more than four members as consumer and prosumer representatives. The forum shall be headed by an officer of the licensee of appropriate seniority who shall be designated as Chairperson of the forum. The Commission shall nominate the independent member who is familiar with the consumer affairs. The composition and qualification of the member/Chairperson of the Company level forum shall be as under: -
  - I. One Member, to be appointed by the Licensee from amongst its Officers, shall be a person possessing a Degree in Engineering and having at least Twenty (20) years of experience in the Distribution of Electricity and having at least one year experience on a post not below the rank equivalent to Superintending Engineer of the Licensee or having at least five years' experience on a post not below the rank equivalent to Executive Engineer of the Licensee.

- II. One Member, to be appointed by the Licensee from amongst its officers, shall be having at least fifteen (15) years of experience in Accounting and / or Revenue and/or Commercial matters and having at least one year experience of working on a post not below the rank equivalent to Executive Engineer of the Licensee
- III. The Distribution Licensee shall submit to the Commission a panel containing names of at least three officers for each post of the two members of the Forum. Details of the qualifications, experience and the background related to integrity and standing shall be submitted in respect of each officer along with details of present pay drawn by them. The Commission shall consider the names proposed by the Licensee and after its approval the Licensee shall appoint the Members. The suitability and capability of the Members and the panel of Members as stated in this Regulation shall be decided by a Committee duly constituted by the Licensee for this purpose
- IV. The independent member to be nominated by the Commission and appointed by the Licensee as per guidelines of the Commission, should have familiarity with consumers' related affairs and should be graduate in any discipline with at least 20 years of professional experience, preferably from amongst the retired employees of Central Government / State Government/ PSU/ Power Utilities undertaking or a person of outstanding merit in Technical/ Financial /Legal matters.
- 3.4 The Members and the Chairperson shall be persons of ability, integrity and standing who have adequate knowledge in their respective fields. The Members of the Company level Forum must possess the experience and qualifications as detailed above. However, the Commission may relax the norms of experience wherever considered necessary.
- 3.5 The Distribution Licensee shall submit to the Commission a panel containing names of at least three candidates for nomination for the post of Independent Member of the Company level Forum. Details of the qualifications, experience and the background related to ability, integrity and standing shall be submitted in respect of each candidate along with details including of pay/pension drawn by them presently, as the case may be. The Commission shall consider the names proposed by the Licensee and after its approval the Licensee shall appoint him as Independent Member.
- 3.6 The other four members of the Company level Forum shall be appointed by Licensee with the consent of the Commission as consumer and prosumer representatives who have attained minimum age of 35 years and who have been consumers /prosumers of Licensees. She/he should not be defaulter of electricity bills and has not been ever convicted under section 135 of the Electricity Act 2003 and that there is no criminal case pending against him in any Court. The members shall be from the following consumers categories -
- i) Agriculture consumers
  - ii) Industrial consumers
  - iii) General consumers viz. domestic /non domestic etc.

## iv) Prosumers

The maximum numbers of consumers/prosumers should be limited to four. Only one member shall be considered from each category.

- 3.7 Distribution Licensee shall constitute other than company level forum by its own, however, for appointing members from consumers /prosumers, the criteria specified for the Company level forum shall be applicable. The Commission shall nominate one independent member for such forums , for which Distribution Licensee shall submit a panel of two candidates.

**Conditions of Service and Term of Office****Salary /Honorarium and other allowances****A. Company Level Forum:**

- 3.8 i) The salary or honorarium and other allowances payable to, and the other terms and conditions of service in respect of the independent Member nominated by the Commission under Regulation 3.3 shall be such as may be approved by the Commission in consultation with the State Government and shall be charged to the Licensee who shall be responsible for timely and regular payment. The salary or honorarium and other allowances payable to, and the other terms and conditions of service in respect of the other Members, who are Officers of the Distribution Licensee under Regulation 3.3 shall be such as may be prevailing for such officers in the Distribution Company.
- ii) The salary, allowances and other terms and conditions of service of the Members, shall not be varied to their disadvantage after appointment.
- iii) The members appointed amongst consumers/prosumers shall be honorary members only. They shall be paid travelling expenses for attending sittings/hearings/meetings of forum by licensees.

**B: Sub division /Division /Circle/Region Level Forum:**

- 3.9 i) The salary or honorarium and others allowances payable to the members shall be decided by the Distribution Licensee.
- ii) The salary, allowances and other terms and conditions of service of the Members, shall not be varied to their disadvantage after appointment.
- iii) The members appointed amongst consumers/prosumers shall be honorary members only. They shall be paid travelling expenses for attending sittings of forum by licensees.
- 3.10 The Licensee shall meet all the costs and expenses of the Forum including the establishment and staff required to assist the Forum in the discharge of the functions under these Regulations.
- 3.11 The office expenditure of the Forum shall be considered in the revenue requirement of the Licensee and be allowed as a pass-through expense.

**Terms of office****A. Company Level Forum:**

- 3.12 The Chairperson and Members of the Company level Forum shall hold office for a period of two years from the date of appointment provided that no Member shall hold Office as such after he has attained the age of sixty-five years. The Licensee should initiate process of identification of next Chairperson and Members of the Company level forum well before the scheduled expiry of term of present incumbents. In case of unavoidable delay in appointment of Members and the Chairperson after expiry of the term of existing Forum, the existing Forum after completion of its term, subject to provisions in Regulation 3.3 shall continue to function for a period of maximum 3 months till the new Members and the Chairperson join their duties. The Licensee shall ensure that working of Forum is not disrupted on account of non-filling up of the posts and shall ensure that new Forum is made functional within the extended period. In case the nominated Member decides to relinquish the post, he may do so after giving a notice of two (2) months in writing to the Licensee or deposit two months' salary in lieu thereof.

**B. Sub-division /Division /Circle /Region Level Forum:**

- 3.13 The conditions of services and terms of office should be decided by the Distribution Licensee

**C. Other conditions for the members of the Forum**

- 3.14 i ) The nominated Member shall be deemed to be Public servant within the meaning of Section 21 of the Indian Penal Code, 1860(No.45 of 1860).
- ii) The officers of the licensee appointed as per Regulation 3.3 (I) and (II) shall maintain their lien on the post held by them with the Licensee. Similar provision shall be applicable for the officers of the Licensee appointed in other than Company level forum.

**Removal of Members of the Forum**

- 3.15 Any member of the Forum can be removed if he -
- (a) has been adjudged as insolvent; or
  - (b) has been convicted of an offence involving moral turpitude; or
  - (c) has become physically or mentally incapable of acting as such member; or
  - (d) has without reasonable cause refused or failed to discharge his functions for a period of at least three months; or
  - (e) ceases to fulfil any of the conditions of his appointment as member; or
  - (f) has acquired such financial or other interest that can prejudicially affect his functioning as a member; or

- (g) has conducted himself in a manner or has so abused his position as to render his continuance in office prejudicial to the public interest or to the objects and purposes of the Act.
  - (h) has been guilty of proved misbehaviour.
  - (i) he is not participating in the forum hearing continuously for three hearings without any justifiable reasons.
- 3.16 No Member of the Forum shall be removed from his office on the grounds specified in Regulation 3.15 (a), (c), (d), (e), (f), (g), (h) and (i) until such Member is given an opportunity to defend himself before an Enquiry Officer appointed by the Commission on request of the Licensee and the report of the Enquiry Officer has been considered by the said Licensee and a copy of the report made available to the person proposed to be proceeded against. While appointing the Enquiry Officer, the Commission will also specify whether the concerned Member can or can't participate in proceedings of the Forum during the course of enquiry. After the report is presented by the Enquiry Officer, the Licensee shall obtain the approval of the Commission in writing before taking a final decision on the matter in case of the Members who are Officers of the Licensee. In case of the nominated Member, the final decision shall be taken by the Commission.
- 3.17 The Licensee / Commission shall communicate its decision taken under the provisions of the Regulation 3.16 to the Member/nominated Member concerned within a period of two months of the receipt of such report from the Enquiry Officer.

#### **Procedure before the Forum**

- 3.18 All decisions of the Forum shall be on the basis of voting by majority of the Members present.
- 3.19 The quorum for the Forum meeting shall be three. Each member shall have one vote and in case of equality of votes on any issue or resolution, the Chairperson shall have a casting vote.
- 3.20 In case the Chairperson is not present, the other Member who is next senior officer of licensee and thereafter independent member nominated by the Commission shall act as Chairperson and shall have a casting vote.
- 3.21 The Chairperson shall have the general powers of superintendence and control over the Forum.
- 3.22 On occurrence of any vacancy in the forum for any reason except retirement, the Licensee shall take action to fill up the vacancy within two months from the date of occurrence of the vacancy. However, in case of retirement of any Member, advance action shall be taken by the Licensee so that new Member/Chairperson may be appointed timely. No act or proceeding of the Forum shall be deemed invalid solely for the reason of some defect in the constitution of the Forum or due to existence of a vacancy among its members.
- 3.23 The Forum shall receive the complaint of the consumer/prosumer forwarded to or filed with the Forum so long as such complaint is in writing in the prescribed format for filing of the complaint.



### **Guidelines to the Forum for redressal of grievances of consumers**

- 3.24 A complaint may be filed by any consumer or prosumer or the consumer organization which has registered itself with the Commission and/ or Forum, for redressal of his grievance in the format specified at Annexure-I in single copy. The Licensee shall make available Format for application in Hindi at each Distribution Centre.
- 3.25 The office of the Forum shall issue due acknowledgment of the receipt of the Complaint to the Complainant.
- 3.26 (a) The Forum shall refer a copy of such Complaint to the concerned office of the Distribution Licensee directing it to give its version of the case within a period of fourteen days or such extended period not exceeding ten days, as may be granted by the Forum;
- (b) Where the concerned office of the Distribution Licensee, on receipt of a copy of the Complaint, referred to him under sub-clause (a) above, denies or disputes the allegations contained in the Complaint, or omits or fails to take any action to represent his case within the time given by the Forum, the Forum shall proceed to settle the Consumer Dispute –
- (i) on the basis of evidence brought to its notice by the Complainant and the Distribution Licensee, where the Distribution Licensee denies or disputes the allegations contained in the Complaint, or
- (ii) ex-parte on the basis of evidence brought to its notice by the Complainant where the Distribution Licensee omits or fails to take any action to represent his case within the time given by the Forum
- (c) Where the Complainant fails to appear on the date of hearing before the Forum, the Forum may either dismiss the complaint for default or decide it on merits.
- 3.27 The Forum shall maintain true and correct records of all Complaints received by the Forum from time to time.
- 3.28 The Forum shall duly comply with any consumer complaint handling procedure, which the Commission may specify from time to time.
- 3.29 The Forum shall communicate its decision to the Complainant through a speaking order. The directions issued by the Forum shall be binding on the licensee. The licensee shall comply with the order of the Forum within 45 days from the date of receipt of the order. In appropriate cases, considering the nature of the case the Forum, upon the request of the licensee may extend the period of compliance of its order up to a maximum of three month under intimation to the complainant.
- 3.30 The Forum being a statutory body operating within the parameters of the Electricity Act, 2003 and the Electricity Rules, shall consider the representations of the consumers consistent with the provisions of the Act, the Rules and Regulations, made hereunder or general orders or directions given by the Central/State Government or the Commission in this regard while settling the grievances.
- 3.31 The Licensee shall, from time to time, give publicity of the constitution and existence of the Forum including in the bills raised for the supply of electricity to the consumers

in such manner as the Commission may from time to time notify. The names/ designation of the Members and the concerned Officers of the Forum, the address, e-mail, facsimile and phone numbers of the Forum shall be displayed at all the Offices of the Licensee and shall also be duly publicised, if considered appropriate, including on the bills raised on the consumers.

- 3.32 The Licensee shall provide required supporting staff and appropriate office accommodation for functioning of the Forum.
- 3.33 The Licensee shall arrange to upload on its website all the judgements/orders issued by the Company level Forum from time to time within seven days of issue of the judgement /order.
- 3.34 The Members and the Chairperson of the Forum shall neither inspect the Offices of the Distribution Licensee nor issue any directions for physical inspection of any premises or any fresh enquiry except when specifically instructed by the Commission to do so in exceptional cases.
- 3.35 Notwithstanding the above, the Forum shall not entertain any representation in regard to the matters which are subject matters of existing or proposed proceedings before the Commission or before any other authority including those under part X, XI, XII, XIV, XV and XVI of the Electricity Act. 2003.
- 3.36 The consumer aggrieved by the decision of sub-divisional or divisional or circle or regional level forum will have the option to approach the company level forum before making an appeal to the Ombudsman.

#### **Representation to the Ombudsman**

- 3.37 If the Complainant is aggrieved by the order of the company level forum or non-redressal of the grievance by the company level Forum within the period specified, the Complainant may make a representation in the format specified at Annexure-I to the Electricity Ombudsman appointed/designated by the Commission within a period of sixty days from the date of receipt of the final order or from the expiry of the period specified for redressal of the grievance by the Forum:

Provided that the Electricity Ombudsman may entertain the representation within a further period not exceeding 60 days after the expiry of the period of sixty days if it is satisfied and records in writing the reasons that the aggrieved person had sufficient cause for not preferring the representation within the said period of sixty days.

- 3.38 No representation to the Electricity Ombudsman shall lie unless the consumer has deposited, in the prescribed manner, at least, half of the amount that is required to be paid by him either in terms of an order of the Forum or in case of non-redressal of the grievance by the Forum the amount payable as per bills issued by the Licensee and has also agreed to pay a surcharge on the balance amount in the event of his representation not being successful.

## CHAPTER 4:ELECTRICITY OMBUDSMAN

### Appointment/designation of Electricity Ombudsman

- 4.1 The Commission may from time to time appoint or otherwise designate such person or persons as the Commission may consider appropriate as the Electricity Ombudsman or Ombudsmen to discharge the functions under Sub-section (7) of Section 42 of the Act.
- 4.2 The Commission may appoint or designate Electricity Ombudsman or Ombudsmen separately for each Licensee or a Common Electricity Ombudsman or Ombudsmen for two or more Distribution Licensees.
- 4.3 The Electricity Ombudsman shall be selected from among those who have experience and knowledge in a specific field like Legal Affairs, Engineering, Industry, Finance, Administration, Management, Defence Services or Consumer Affairs. The aspirant person(s) should not have been associated with the activities of any of the Licensees for a period of preceding one year.
- 4.4 The Electricity Ombudsman appointed/ designated shall remain in office for a period of 2 years from the date he joins his office. The period of appointment may be extended beyond 2 years for another one year at the discretion of the Commission.  
  
Provided that no Electricity Ombudsman appointed/designated shall hold Office as such after he has attained the age of sixty-five years.
- 4.5 The Electricity Ombudsman appointed may be paid a fixed fees or honorarium including other benefits as decided by the Commission in consultation with the State Government.
- 4.6 Before entering upon his office, the Electricity Ombudsman shall make and subscribe to an Oath of office and secrecy in the form as may be prescribed by the Commission. The Chairman of the Commission will administer the oath.
- 4.7 The Electricity Ombudsman may hold sittings at such other places within his area of jurisdiction as may be considered necessary and proper by him.
- 4.8 The Electricity Ombudsman shall be deemed to be Public servant within the meaning of Section 21 of the Indian Penal Code, 1860(No.45 of 1860).
- 4.9 The Electricity Ombudsman may relinquish his office by giving in writing to the Commission a notice of not less than three months. The Commission may at any time remove the Electricity Ombudsman from his office if he-
  - (a) has been adjudged as insolvent; or
  - (b) has been convicted of an offence involving moral turpitude; or
  - (c) has become physically or mentally incapable of acting as such Ombudsman; or

- (d) has without reasonable cause refused or failed to discharge his functions for a period of at least three months; or
- (e) ceases to fulfil any of the conditions of his appointment as Ombudsman; or
- (f) has acquired such financial or other interest that can prejudicially affect his functioning as Ombudsman; or
- (g) has conducted himself in a manner or has so abused his position as to render his continuance in office prejudicial to the public interest or to the objects and purposes of the Act.
- (h) Has been guilty of proven misbehaviour.

Provided that the Electricity Ombudsman shall not be removed from his office, unless the Commission, has, on an enquiry, held by the Commission concludes that the Electricity Ombudsman ought, on such ground or grounds, be removed.

- 4.10 The expenditure on the office of the Ombudsman shall be borne by the Commission.

#### **Functions of the Ombudsman for redressal of grievances of consumers**

- 4.11 The Electricity Ombudsman shall discharge the following functions:

- (a) May receive and consider all representations filed by the Complainant for non-redressal of the grievance by the Forum under Sub-section (5) of Section 42 of the Act. Notwithstanding the above the Ombudsman shall not entertain any representation in regard to the matters which are subject matters of existing or proposed proceedings before the Commission or before any other authority including those under part X, XI, XII, XIV, XV and XVI of the Act.
- (b) The Ombudsman shall exercise general powers of superintendence and control over his office and shall be responsible for the conduct of business of his office.
- (c) The Ombudsman being a statutory body operating within the parameters of the Electricity Act, 2003 and the Electricity Rules shall in the first instance act as counsellor and mediator in matters, which are the subject matter of the representation filed and shall consider the representations of the consumers consistent with the provisions of the Act, the Rules and Regulations, made hereunder or general orders or directions given by the Central/State Government or the Commission in this regard before settling their grievances.

#### **Representation to the Electricity Ombudsman**

- 4.12 Subject to these Regulations, a representation to be made to the Electricity Ombudsman shall –
- (a) be in writing,
  - (b) be signed by the consumer ,

- (c) disclose the name and address of the Consumer/ Licensee,
  - (d) contain the details of the Grievance including the award of the Grievance Redressal Forum of the Licensee, and
  - (e) contain details of Complaint/Grievance made to any other authority/ court of law.
- 4.13 The Electricity Ombudsman may accept a representation that does not comply with Regulation 4.12 at his discretion.

#### **Requirement of additional information**

- 4.14 The Electricity Ombudsman may, at any time, require a consumer making a representation –
- (a) to provide further information or documents; or
  - (b) to verify all or any part of the representation on affidavit.
- 4.15 When preferring a requirement under clause 4.14, the Electricity Ombudsman must specify a reasonable period of time within which the requirement is to be satisfied.
- 4.16 The Electricity Ombudsman may extend the period specified under clause 4.15, either before or after its expiry.

#### **Withdrawal of representation**

- 4.17 A consumer may withdraw his representation at any time by notifying the Electricity Ombudsman in writing of the withdrawal.

#### **Action by Electricity Ombudsman**

- 4.18 Subject to the provisions of the Act and these Regulations, the Electricity Ombudsman's decision whether the Complaint is fit and proper for being considered by it or not, shall be final.
- 4.19 The Electricity Ombudsman shall decide on the representation, after providing both the parties an opportunity of being heard.
- 4.20 For the purpose of carrying out the functions, the Electricity Ombudsman may require the Licensee or any of the officials, representatives or agents of the Licensee to furnish documents, books, information, data and details as may be required to decide the representation and the Licensee shall duly comply with such requirements of the Electricity Ombudsman.
- 4.21 The Electricity Ombudsman shall neither inspect the offices of the Distribution Licensee nor issue any directions for physical inspection of any premises or any fresh enquiry except when specifically instructed by the Commission to do so in exceptional cases

- 4.22 If the Electricity Ombudsman has commenced an examination on receipt of a representation, the Licensee should not commence proceedings in any Court in respect of a matter raised in the representation or the examination before three months of receipt of representation.
- 4.23 The Electricity Ombudsman shall finally decide the representation within three months from the date of the receipt of the representation of the Complainant and in the event the representation is not decided within three months, the Electricity Ombudsman shall record the reasons there for including the cost to be paid by the Licensee in case the reasons for the delay are attributable to the Licensee. In case the delay is for reasons attributable to the complainant, the Electricity Ombudsman may on the basis of the merit of the case either decide to proceed with the case or reject the representation.

#### **Electricity Ombudsman to act fairly and equitably**

- 4.24 The Electricity Ombudsman may be adopt a procedure ensuring transparency and due compliance of the principles of natural justice and due process of law.
- 4.25 The Electricity Ombudsman shall dispose of a Complaint in a fair and equitable manner.
- 4.26 As soon as it may be practicable to do but not later than one week from the date of receipt of representation, the Electricity Ombudsman shall serve a notice to the other party along with a copy of the complaint.

#### **Decision**

- 4.27 The Electricity Ombudsman may determine the place, the date and the time of the hearing of the matter as the Electricity Ombudsman considers appropriate.
- 4.28 The Electricity Ombudsman shall decide the matter on the pleadings of the parties, after providing them an opportunity of being heard. The Electricity Ombudsman shall communicate the decision with detailed reasoning which he thinks fair in the facts and circumstances of a case. A copy of the communication shall be sent to the complainant and the Licensee concerned. The direction issued by the Ombudsman shall be binding on the licensee. The licensee shall comply with the order of the ombudsman within 45 days from the date of receipt of order. In appropriate cases, considering the nature of the case the Ombudsman, upon the request of the licensee, may extend the period of compliance of its order up to a maximum of three months under intimation to complainant.

### **CHAPTER 5: MISCELLANEOUS**

#### **Powers to remove difficulties**

- 5.1 If any difficulty arises in giving effect to any of the provisions of these Regulations, the Commission may initiate suo motu and by general or special order, direct the Licensee to take suitable action, not being inconsistent with the Electricity Act, 2003, which appears to it to be necessary or expedient for the purpose of removing difficulties.

- 5.2 The Licensee may make an application to the Commission and seek suitable orders to remove any difficulties that may arise in the establishment of the Forum as per these Regulations.

#### **Power to Amend**

- 5.3 The Commission may, at any time, vary, alter, modify or amend any provision of these Regulations.

#### **Report to the Licensee and Commission**

- 5.4 The distribution licensee shall set up a mechanism for monitoring of the grievances redressal.
- 5.5 The Company level Forum shall submit monthly report to the Licensee and the Commission in the prescribed form. The report should be submitted within fifteen days of the close of the month for which report is being prepared.
- 5.6 The licensee will send quarterly reports to the Ombudsman and to the Commission, in respect of standards of performance, other performance parameters and consumer grievances related information showing the extent to which the time schedule has been followed in redressing the consumer grievances
- 5.7 (a) Ombudsman shall prepare a report on a six monthly basis giving details of the nature of Grievances of the consumers dealt by the Ombudsman, the response of the Licensee in the redressal of the Grievances and the opinion of the Ombudsman on the Licensee's compliance of the Standards of Performance as specified by the Commission under Section 57 of the Act during the preceding six months.
- (b) The report under sub-clause (a) above shall be forwarded to the State Commission and the State Government within 45 days after end of relevant period of 6 months. The six monthly reports shall be for the period from April to September and October to March.
- 5.8 The Electricity Ombudsman will prepare annually a descriptive report bringing out the main features of his work accomplished during the year and this report shall be made available to the Commission for inclusion in the annual report of the Commission prescribed under Section 105 of the Act.

#### **Infrastructure and Training**

- 5.9 The Licensee shall ensure that all adequate infrastructures are put in place, including establishment of Central Complaint Centre, to handle the complaint redressal mechanism and to ensure that all time limits are adhered to. It shall be the responsibility of the Licensee to ensure that there are adequate phone lines to take all complaint calls, that the complaint desk is manned at all times, that adequate training on telephone and personal etiquette is undertaken, that all necessary forms / rules / procedures, etc. are available at all times and all other necessary steps are taken to ensure that consumers have a good experience in their interaction with the Officers / Staff.

- 5.10 The Licensees shall take all necessary steps to give wide publicity to these Regulations. These shall also be made available on their websites. Any changes/improvements will also be similarly publicized. The consumers shall also be made aware of their rights and duties from time to time. All necessary forms / rules related to complaints shall be stocked in sufficient quantities at all Offices of the Licensees and shall be made available to the consumers.

#### **Repeal and Savings**

- 5.11 Nothing in these Regulations shall be deemed to limit or otherwise affect the inherent power of the Commission to make such orders as may be necessary to meet the ends of justice or to prevent abuses of the process of the Commission.
- 5.12 Nothing in these Regulations shall bar the Commission from adopting in conformity with the provisions of the Act a procedure, which is at variance with any of the provisions of these Regulations, if the Commission, in view of the special circumstances of a matter or class of matters and for reasons to be recorded in writing, deems it necessary or expedient for dealing with such a matter or class of matters.
- 5.13 Nothing in these Regulations shall, expressly or impliedly, bar the Commission dealing with any matter or exercising any power under the Act for which no Regulations have been framed, and the Commission may deal with such matters, powers and functions in a manner it thinks fit.
- 5.14 Nothing contained in these Regulations shall affect the rights and privileges of the consumer under any other law for the time being in force, including under the Consumer Protection Act, 2019 (35 of 2019) and amendments /revision
- 5.15 The Regulations namely "MPERC (Establishment of Forum and Electricity Ombudsman for redressal of grievances of the consumers) Regulations, 2009 notified on 20.08.2009 and read with all amendments thereto, as applicable to the subject matter of these Regulations is hereby, repealed.

By order of the Commission,  
GAJENDRA TIWARI, Commission Secy.



**Annexure-I****FORM FOR REPRESENTATION BEFORE  
FORUM/ELECTRICITY OMBUDSMAN\***

No. .... of year .....

Date .....

(To be filled up by office)

To  
The Chairperson/Electricity Ombudsman\*  
(Address of Forum/ Electricity Ombudsman\*)  
.....

Dear Sir,

Sub:- Grievance Against .....  
(Name of the Distribution Centre and Licensee)

Being aggrieved the consumer/Prosumer named herein had submitted a representation to the ..... Forum/Ombudsman\*. Details of the Grievance are as under:-

1. Name of the Consumer/Prosumer .....
2. Full Address of the Consumer/Prosumer .....  
Pin Code .....  
Phone No./Fax No. ....
3. Name and Full Address of the Distribution Centre and Licensee,  
Pin Code, Phone No./Fax No. ....
4. Particulars of connection and Consumer Account No.  
(Please state nature of connection)  
.....
5. Date of representation by the Consumer to the Distribution Centre/Forum\*  
.....  
(Please enclose three copies of the representation)
6. Subject matter of the representation .....  
.....
7. Details of the representation  
(If space is not sufficient, please enclose separate sheet)  
.....  
.....  
.....
8. Whether the Consumer has received the decision of the Distribution Licensee/Forum\*?  
(If yes, please enclose 'three copies' of the Forum's order conveying its final decision)
9. Nature of relief sought from the Forum/Electricity Ombudsman\*.

10. Nature and extent of monetary loss, if any, claimed by the consumer (if any) by way of compensation Rs. ....

(Please enclose documentary proof, if any, to show that such loss is actual loss caused as a direct consequence of alleged act, omission or commission of the Distribution Licensee)

11. List of Documents enclosed.

(Please enclose 'three copies' of all the documents)

12. Declaration –

(a) I/We, the Consumer(s) herein declare that -

- (1) the information furnished herein above is true and correct;  
and  
(2) I/We have not concealed or misrepresented any fact stated in aforesaid columns and the documents submitted herewith.

(b) The subject matter of my/our representation has never been brought before the office of the Forum/Electricity Ombudsman\* by me/or by any one of us or by any of the parties concerned with the subject matter to the best of my/our knowledge.

(c) The subject matter of my/our representation has not been settled through the office of the Forum/Electricity Ombudsman\* in any previous proceedings.

(d) The subject matter of the present representation has not been decided by any authority/court/arbitrator.

OR

The subject matter of the present representation is pending since (Please mention the date when the matter was filed) ..... Before ..... (Please mention the name of the authority/court/arbitrator before whom the matter is pending) and the proceedings are likely to take time for being finally adjudicated.

Yours faithfully,  
(Signature)

(Consumer's name in block letters)

Nomination - If the Consumer wants to nominate his representative to appear and make submissions on his behalf before the Forum/Electricity Ombudsman\* , the following declaration should be submitted:-

I/We the above named Consumer hereby nominate Shri/Smt....., and whose address is.....

..... as my/our representative in the proceedings and confirm that any statement, acceptance or rejection made by him/her shall be binding on me/us. He/She has signed below in my presence.

Accepted.

(Signature of Representative).

(Signature of Consumer)

\* Strike off whichever is not applicable.

Note : Affidavit is not required to be submitted.

**भाग ४ ( ग )****प्रथम परिनियम****उच्च शिक्षा विभाग**

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 29 जुलाई 2021

क्रमांक आर-95-सीसी-2021-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26(1) के अनुक्रम में, श्री अरविन्दो निजी विश्वविद्यालय, इंदौर के प्रथम परिनियम क्र. 01 से 37 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्र. 01 से 37

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
वीरन सिंह भलावी, अवर सचिव.

**STATUTE NO.-01**

**ESTABLISHMENT OF UNIVERSITY: VISION, MISSION, OBJECTIVES &  
FUNCTIONS**

**1. SHORT TITLE, SCOPE AND COMMENCEMENT:**

- 1.1 This Statute may be called Sri Aurobindo University, Indore, Madhya Pradesh, Establishment of University: Vision, Mission, Objectives & Functions.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette of Madhya Pradesh.
- 1.3 Each Statute is in accordance with the provisions of the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended in 2013 & 2016 If there be any difference in the provisions of the Adhiniyam or the Rules and the Statutes, the provisions of the Adhiniyam or the Rules shall have overriding effect.
- 1.4 Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Adhiniyam, and the amended statutes, if any, shall come into force, from such a date as prescribed in the notification.

**2. DEFINITIONS:**

In this statute, unless the context otherwise requires-

- 2.1 "Constituent Institution" means a hospital, health center, Medical, Dental, Nursing, Physiotherapy, Speech & Hearing, Occupational therapy, Allied and Paramedical Sciences, Law, Management colleges or such other Institutions notified by the MPPURC in accordance with the provisions laid down in the act as an constituent institution in which a person may undergo training, if any, required by a course of study before the award of any degree, diploma or other academic distinctions of the university;
- 2.2 "Authorities" means the authorities of the University as specified by or under this Act;

- 2.3 "Autonomy" means a privilege of the University conferred by Statutes permitting a constituent college, institution or a University department to conduct academic programs and examinations, develop syllabus for the respective subjects and issue certificates of passing the examinations, etc. A constituent college, institution or a University department which has been granted autonomy shall have full academic, administrative and financial autonomy to the provisions of this Act and Statutes;
- 2.4 "Bodies", means the bodies of the University formed by the respective authorities;
- 2.5 "Central Councils", means various Councils constituted by the Central / State Government;
- 2.6 "Chancellor", "Vice-Chancellor" means, respectively, the Chancellor, the Vice-Chancellor of the University;
- 2.7 "Collaboration" means collaborative academic activity of the University with other universities, academic institutions (local, regional, national or international), hospitals, research institutions and organizations;
- 2.8 "Constituent college" means a college maintained and managed by the University within the main and declared by MPPURC campus;
- 2.9 "Director" means a head of an institution including a center, or a school of the University as designated by the Board Of Management;
- 2.10 "Director of Medical Education", "Director of Health Services" means respectively, the Director of Medical Education, Madhya Pradesh State, the Director of Health Services, Madhya Pradesh State .
- 2.11 "Government" means the Government of Madhya Pradesh;
- 2.12 "Health Sciences" means modern scientific medicine in all its branches concerning preventive, promotive, curative and rehabilitative services in Medical and Dental science, Nursing, Physiotherapy, Occupational Therapy, Speech and Hearing ,Paramedical and other allied subjects including the Indian Systems of Medicine in all their branches;
- 2.13 "Hostel" means unit of residence for the students of the University maintained or recognized by the University in accordance with the provisions of this Act;

- 2.14 "Local Managing Committee" means a Committee constituted for a College under the provisions of this Act;
- 2.15 "Management" means the Members of the society, or the Managing or Governing body, of Sri Aurobindo Institute of Medical Sciences Society registered under the Madhya Pradesh Society registration Adhiniyam 1973, under the management of which one or more colleges or Constituent institutions or other institutions are conducted and admitted to the privileges of the University.
- 2.16 "Non-vocational academic staff" means such staff as the Government may classify to be non-vocational academic staff and includes all such staff which is complimentary to academic staff and shall not include the staff engaged purely in discharging administrative functions;
- 2.17 "Post-graduate department" means a department in a college or institution of higher learning, research or specialized studies, imparting postgraduate instruction or guidance for research recognized by the University;
- 2.18 "Principal or Dean" means head of a Institute, specialized educational Institution, post-graduate center or other Constituent Institutions duly approved by the University;
- 2.19 "Registrar" means the Registrar of the University appointed under section 18 and includes Deputy Registrar and Assistant Registrar;
- 2.20 "Registered graduate" means a graduate registered or deemed to be registered under this Act;
- 2.21 "School" means a school of studies maintained by or recognized as such by the University;
- 2.22 "Statutes", "Ordinances", "Rules" and "Regulations" means respectively, the Statutes, Ordinances, Rules and Regulations of the University made by or under this Act;
- 2.23 "Student of the University" means a person enrolled in the University for undergoing a course of study for a degree, diploma or other academic distinctions of the University;
- 2.24 "Teachers" means full time approved Demonstrators, Tutors, Assistant Professors, Lecturers, Readers, Associate Professors, Professors and other

- persons teaching or giving instructions on full time basis in constituent colleges of the University;
- 2.25 "University" means the Sri Aurobindo University, established under section 3 of this Act;
- 2.26 "University Grants Commission" means the Commission established under section 4 of the University Grants Commission Act, 1956;
- 2.27 "University institution" means a center, a school, or an institute established and maintained by the University;
- 2.28 "University teacher" means a teacher appointed by the University;
- 2.29 "Regulatory Commission" means the MP Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
- 2.30 "State", 'State Government' and 'Government shall mean, the Government of the State of Madhya Pradesh.
- 2.31 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
- 2.32 "Section, Sub-section' and 'Item' shall mean, Section of the Adhiniyam, Sub-section of the section and item of the Section or Sub-section respectively;
- 2.33 "Governing Body" means the Governing Body of Sri Aurobindo University, Indore;
- 2.34 "Council" means, the Academic Council of Sri Aurobindo University, Indore;
- 2.35 "Board" means, the Board of Management of Sri Aurobindo University, Indore;
- 2.36 "College" means, constituent Institution of Sri Aurobindo University, Indore;
- 2.37 "Other Backward Classes" mean, the communities, castes and tribes notified by the M.P. State Government from time to time under Article 15(4) and Article 16(4) of the Constitution;
- 2.38 "Scheduled Caste" means the Scheduled Castes notified under Article 341 of the Constitution of India;
- 2.39 "Scheduled Tribes" mean the Scheduled Tribes notified under Article 342 of the Constitution of India;

- 2.40 "School of Studies" means an institution maintained by Sri Aurobindo University as a place of higher learning and research;
- 2.41 "Visiting Faculty: means part time approved Assistant Professors, Associate Professors, Professors and other persons teaching or Imparting instructions on part time basis in constituent institutions of the University.

**3. ESTABLISHMENT AND INCORPORATION OF UNIVERSITY: –**

- 3.1 Whereas the Government of Madhya Pradesh has enacted Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- 3.2 Whereas the Sponsoring Body Sri Aurobindo Institute of Medical Sciences applied to the Government of Madhya Pradesh through MPPURC for sanction to establish a Private University.
- 3.3 The University shall be a body corporate, by the name specified and shall have perpetual succession and a common seal and shall sue and be sued by the said name.
- 3.4 The University shall be competent to acquire and hold property, both movable and immovable, to lease, sell or otherwise transfer or dispose of any movable or immovable property, which may vest in or be acquired by it for the purposes of the University, and to contract and do all other things necessary for the purposes of this Act:
- Provided that,** no such lease, sale or transfer of such property shall be made without the valuation made thereof by the approved valuer appointed by the University.
- 3.5 In all suits and other legal proceedings by or against the University, shall be signed and verified by the Registrar or any other person authorized in his behalf, and all process in suits and proceedings shall be issued to and served on the Registrar.

**4. VISION AND MISSION OF THE UNIVERSITY:**

- 4.1 To envisage a new revolution in the field of education at Sri Aurobindo University through implementation of education policy. This will contribute to the vision to

- become a leader in the field of medical science and technology and other faculties.
- 4.2 To be marked by aspiring candidates in the country as one of the most favored universities to begin teaching and research careers or their student lives.
  - 4.3 To propel Sri Aurobindo University upwards in ranking at national and international level through an outstanding student placement record, International standard of higher education and research publications, and creation of state of the art facilities on the campus (such as e learning facilities, e-library, sophisticated laboratories, sponsored research and industrial consultancy, modernization of hostels and sports facilities, create entrepreneurship park etc.).
  - 4.4 To raise standard of excellence for development of various facilities on the campus, establish national awards in various disciplines and provide support to students from weaker section of society.
  - 4.5 To cultivate an active, technology-enhanced, learning environment where each individual can grow and thrive.
  - 4.6 To be widely recognized as a destination for world-class talent from around the globe.
  - 4.7 To inculcate basic principles which should guide Sri Aurobindo University to be our research, education characterized by a quest for high quality; our standpoints and decisions based on a clear responsibility for the development of society; our work guided by a global engagement that constantly reminds us of our role in the world; and an inspiring work environment.
  - 4.8 To ensure that this university should create a transformative educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication, and interpersonal skills; and personal health and well-being.
  - 4.9 To plan that the campus community should pursue strategic partnerships and focuses on solving societal challenges. Sri Aurobindo University should be a Quality driven university, to be characterized by innovative multidisciplinary research. All education should be research based; as part of their studies,



students should be put in contact with active researchers and highly advanced research.

- 4.10 To cultivate a transformative university community committed to (a) attracting and retaining diverse, world-class talent; (b) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish; and (c) ensuring individuals can achieve their full potential.
- 4.11 In the coming years, the research at the Sri Aurobindo University should be characterized by global perspectives and should attract leading researchers from around the world. All programs should offer international outlooks and student exchange opportunities.
- 4.12 To impact society in a transformative way — regionally, nationally, and globally — by engaging with partners outside the traditional borders of the university campus.
- 4.13 Sri Aurobindo University should be characterized by a stimulating and dynamic work environment where respect for everybody's equal value is completely natural. The University should be an attractive employer and the study environment should provide optimal work conditions for students. The organization should be characterized by effective information provision and qualified support functions.

##### **5. OBJECTIVES OF UNIVERSITY:**

The objectives of the University shall be to disseminate, create and preserve knowledge and understanding by teaching, research, extension and service and by effective demonstration and influence of its corporate life on society, in general, and in particular the objectives shall be:-

- 5.1 To carry out its responsibility of creation, preservation and dissemination of knowledge;
- 5.2 To promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence;
- 5.3 To encourage individuality and diversity within a climate of tolerance and mutual understanding;

- 5.4 To promote freedom, secularism, equality and social justice as enshrined in the Constitution of India and to be catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development;
- 5.5 To extend the benefits of knowledge and skills for development of individuals and society by associating the University closely with local and regional problems of development;
- 5.6 To promote equitable distribution of facilities of Health Sciences & Others;
- 5.7 To provide for efficient and responsive administration, scientific management and develop organization of teaching and research;
- 5.8 To promote acquisition of knowledge in rapidly developing and changing society and to continually offer opportunities of upgrading knowledge, training and skills in the context of innovations, research and discovery in all fields of human endeavour by developing educational network related to Health Sciences with use of modern communication media and technologies appropriate for a learning society;
- 5.9 To strive to promote competitive merit and excellence as the sole guiding criterion in all academic and other matters relating to students;
- 5.10 To impart education and training to achieve the goal of physical, mental and spiritual health of every individual,
- 5.11 To create better understanding between different systems of medicines through inter-disciplinary study and research;
- 5.12 To establish state of the Art facilities for Education, Training and Research.
- 5.13 To provide consultancy to the industry and public organizations.
- 5.14 To establish new institutions and courses as per the need of the community.
- 5.15 To award degrees, diplomas, certificates and other academic distinctions on the basis of examination or any other method of evaluation.
- 5.16 To maintain standards of the degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC and related Regulatory Bodies or Councils.
- 5.17 To collaborate with other Universities, Research Institutions, Government and Non-Government organization towards fulfillment of objectives of University.

- 5.18 To set up collaboration provisions with foreign/international Universities to enable students of the University to leverage the advantages of faculty and student exchange, dual degree options and semester abroad programs.
- 5.19 To pursue any other objectives as may be approved by the Sponsoring Body.
- 5.20 To ensure that academic distinctions are not lower than those laid down by the Statutory Bodies.

**6. POWER AND DUTIES OF UNIVERSITY:**

The University shall have the following powers and duties, namely:-

- 6.1 To make provision to enable constituent colleges and recognized institutions to undertake specialized studies;
- 6.2 To establish, maintain and manage University departments and institutions of research, specialized studies or academic services unit;
- 6.3 To provide for establishment of campuses for serving a group of constituted colleges, and also to provide for and maintain common resources centers in such campuses in the form of libraries, laboratories, computer centers, hostels, health centers, auditoria and gymnasiums and the centers of learning;
- 6.4 To create posts of directors, principals, teachers and other teaching or non-vacation academic posts required by the University as per the prescribed qualifications and make appointments thereto;
- 6.5 To appoint or recognize persons working in any other University or organization as a teacher of the University for specified period;
- 6.6 To create non-teaching skilled, administrative, ministerial and other posts and as per the prescribed qualifications and pay-scales for such posts, and to make appointments thereto;
- 6.7 To facilitate mobility of teachers within the University and to other Universities with the consent of the University authorities;
- 6.8 To make provision, wherever feasible in the University department, constituted colleges, institutions, recognized institutions and schools, for survey and collection of statistics, data and other particulars relevant to various developmental activities including State and National plans evaluation of the

developmental schemes with the participation of the students as a part of their curricular activities;

- 6.9 To control and regulate admission of students for various courses of study in University departments and constituted colleges, institutions, schools and recognized institutions;
- 6.10 To lay down the conditions of constituent college and recognition of institutions taking into account the credibility of the management and norms of academic performance of colleges, faculties and subjects, as may be laid down from time to time, and satisfy itself by periodical assessment or otherwise that those conditions are fulfilled;
- 6.11 To monitor and evaluate the academic performance of Constituent college /institutions for affiliation and periodical accreditation;
- 6.12 To inspect, where necessary, constituent colleges and recognized institutions through suitable machinery established for the purpose, and take measures to ensure that proper standards of instruction, teaching and training are maintained by them, and adequate library, laboratory, hospital, workshop and other academic facilities are provided for;
- 6.13 To hold and to manage trusts and endowments and institute awards, fellowships, travelling fellowships, scholarships, studentship, medals and prizes for teachers and students of the University and colleges;
- 6.14 To make necessary arrangements for promoting welfare of employees of the University;
- 6.15 To co-ordinate and regulate teaching and research in the constituted colleges and recognized institutions;
- 6.16 To provide for the training and quality improvement of teachers and non-teaching employees;
- 6.17 To provide for periodical assessment of the performance of teachers and non-teaching employees of the colleges, institutions and University in accordance with the provisions of Statutes,
- 6.18 To regulate and provide for attendance of the teachers on the premises of the University or colleges or institutions during teaching hours and beyond teaching

- hours, as prescribed and to prohibit teachers from taking or conducting private tuition or private coaching classes;
- 6.19 To prescribe for Code of conduct and discipline rules for teaching and nonteaching staff and to ensure the enforcement thereof;
- 6.20 To establish, maintain and manage-
- 6.20.1 A printing and publication department;
  - 6.20.2 University extension boards;
  - 6.20.3 Information bureaus;
  - 6.20.4 Employment guidance bureaus; and
  - 6.20.5 Such other establishment as may be necessary and possible to fulfill the objectives of the University;
  - 6.20.6 To co-operate or collaborate with any other University, institution, authority or organization for research and advisory services and for such purposes to enter into appropriate arrangement with other Universities, institutions, authorities, or organizations to conduct certain courses as the situation may demand;
- 6.21 To explore the possibilities of augmenting the resources of the University by exploring or innovating activities such as research and development, consultancy, training programs and providing services for different clients from industry, trade or any other non-government organizations;
- 6.22 To receive funds for collaboration programs from foreign agencies subject to rules and regulations of the Central Government and Government of M.P. in that behalf;
- 6.23 To lay down service conditions including code of conduct, workload, norms of performance appraisal, and such other instructions or directions as in the opinion of the University, may be necessary in academic matters for teachers and University teachers;
- 6.24 To undertake development programs in Health Sciences, research, consultancy-based projects and training programs for outside agencies, by charging fees so as to generate resources;
- 6.25 To provide for instruction and training in such branches of medicine and allied sciences, as may be considered suitable and to make provision for research and

dissemination of knowledge in Health Sciences, striving to maintain at all times highest possible standards of academic excellence;

- 6.26 To institute and award degrees, diplomas, certificates and other academic distinctions for persons who shall have pursued approved courses of study in a University, college or an affiliated college unless exempted therefrom in the manner prescribed and shall have passed the prescribed examinations of the University or shall have carried on research satisfactorily under conditions as may be prescribed;
- 6.27 To develop, upgrade and start departments in Medical/Dental/Paramedical/Nursing/Homeopathy/Ayurvedic and other specialties as may be required and to provide instructions for such courses of study;
- 6.28 To hold examinations, declare and if necessary withhold the results and to confer honorary degrees or other distinctions under conditions as per the University Policy;
- 6.29 To define conditions under which the award of any degree, title, diploma and other academic distinctions may be withheld;
- 6.30 To institute, maintain and administer University, colleges, hospitals and laboratories and institutes of research, library or other institutions necessary to carry out the objectives of the University,
- 6.31 To establish, maintain and administer hostels, to recognize such hostels which may be suspended or withdrawn from such recognition;
- 6.32 To exercise control over the students of the University, as well to care for their health and well-being and to maintain discipline and this can be done through the affiliated colleges;
- 6.33 To accept, hold and manage any endowments, donations or funds which may become vested in it for the purposes of the University by grants, testamentary disposition or otherwise, and to invest such endowments, donations or funds in any manner that the University may deem fit;
- 6.34 To borrow money with or without security for such purposes, as may be approved by the M.P. Government, Central Government, the University Grants Commission or other corporated bodies subject to the provisions of this Act;

- 6.35 To fix fees and demand and collect such fees as may be prescribed;
- 6.36 To undertake publication of works of merit and research pertaining to Health Sciences;
- 6.37 To establish and maintain University Libraries, Research Centers and Museums;
- 6.38 To establish research posts and to appoint suitable persons for such posts;
- 6.39 To establish suitable residential accommodation to the staff of the University to the extent feasible,
- 6.40 Generally to do such other acts or make such other provisions as may be deemed necessary or desirable to further the objectives of the University;
- 6.41 To comply with and carry out any directives issued by Government from time to time, with reference to above powers, duties and responsibilities of the University.
- 6.42 Wherever necessary, levy charges for extra facilities being extended like sports, library, or any recreational facilities which are in accordance with the stature of the University.

#### **7. STRUCTURAL HEIRARCHY AND POSITIONS:**

- 7.1 Sponsoring Body
- 7.2 Chancellor
- 7.3 Pro-Chancellor
- 7.4 Governing Body
- 7.5 Board of Management
- 7.6 Vice-Chancellor
- 7.7 Pro-Vice-Chancellor
- 7.8 Academic Council
- 7.9 Deans of Faculties
- 7.10 Registrar
- 7.11 Chief Finance and Account Officer
- 7.12 Board of Studies
- 7.13 Director Students' Welfare
- 7.14 Director/Dean/Principal/Head of Teaching department/Centre of studies

**8. UNIVERSITY OPEN TO ALL CLASSES OF PERSONS:**

The University shall be open to all persons of any sex and any race, creed, caste or class or any religion including NRI, PIO or foreign nationals.

**9. BODY CORPORATE:**

9.1 As body Corporate: Sri Aurobindo University shall be competent to acquire and hold property (both movable and immovable), to lease, sell or otherwise dispose off any movable and immovable property, which may vest in it or be acquired by it for the purpose of the University, and to contract and do all other things necessary for the purposes of the Adhiniyam.

9.2 In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar or any other person, authorized on his behalf, and all processes in suits and proceeding shall be issued to and served on the Registrar.

9.3 The University shall be located at Indore (M.P.), and may open extension/ satellite centers in other cities if and when needed.

**10. SEAL OF THE UNIVERSITY:**

10.1 The University shall have a common seal to be used for the purpose of the University and the design of the seal be as decided by the University, subject to further change or amendment as deemed necessary from time to time. The University may also decide to make use of such Flag, Anthem, Insignia, Emblem and other symbolic or graphic expressions, abbreviations or likewise, for such purpose as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.

10.2 The Common Seal of the University shall remain in the effective custody of the Registrar and its uses will be recorded/minutised.

11. These Statutes, on the subject enumerated against each below, shall be called the First Statutes of the Sri Aurobindo University, Indore and shall come into force with effect from the date of Publication in the Official Gazette.



Statute No. 1	Establishment of University: Vision, Mission, Objectives & Functions
Statute No 2	Visitor: Powers
Statute No.3	Chancellor: Appointment, Powers and Duties
Statute No.4	Pro-Chancellor: Appointment, Powers and Duties
Statute No.5	Vice-Chancellor: Appointment, Powers and Duties
Statute No.6	Pro-Vice-Chancellor: Appointment, Powers and Duties
Statute No.7	Registrar: Appointment Conditions of Service, Powers and Duties
Statute No.8	Chief Finance & Accounts Officer: Function and Duties
Statute No.9	Governing Body; Composition, Powers and Duties.
Statute No.10	Board of Management; Composition, Powers, Functions and Duties
Statute No 11	Board of Examination, Composition, Powers and Duties
Statute No.12	Academic Council, Formation, Powers and Duties
Statute No.13	Board of Studies; Composition, Powers and Duties
Statute No.14	Faculties of the University, Composition, Powers and Duties
Statute No.15	Dean of Student's Welfare; Terms and Conditions, Powers and Duties
Statute No 16	Purchase Committee
Statute No.17	Selection Committee
Statute No 18	Finance Committee
Statute No.19	Building and premises committee, composition , power and function
Statute No.20	Library committee, composition , power and function
Statute No 21	Sports committee, composition , power and function
Statute No 22	Admission Policy including Reservation of Seats and Provision regarding Fee
Statute No.23	Student Council
Statute No 24	Honorary Degree
Statute No.25	Convocation
Statute No 26	Annual Report
Statute No.27	Academic Planning and Evaluation Monitoring Board
Statute No.28	Administration of endowment/corpus funds for the award of fellowships, scholarships, medals and prizes in the university

Statute No 29	Creation of chairs
Statute No.30	Proctorial board
Statute No 31	Creation of new authorities of the university, procedure for starting new program/ department & subsequent statute
Statute No 32	Preparation and maintenance of seniority list of university teachers.
Statute No.33	Other officer of the University
Statute No 34	Appointment of the Teachers in the University
Statute No 35	Disciplinary Action against Teachers
Statute No 36	Category of the Non-Teaching Employees
Statute No.37	Disciplinary Action Against Non-Teaching Employees

**STATUTE NO. -2****VISITOR: POWERS****(Refer Section 15 of the Act 2007)****1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Visitor: Powers.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time;
- 2.3 "Section" means Section of the Adhiniyam,
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam,

**3. VISITOR AND HIS/HER POWERS:**

- 3.1 The Governor of Madhya Pradesh shall be the Visitor of the Sri Aurobindo University.
- 3.2 The Visitor shall when present, preside at the convocation of the Sri Aurobindo university for conferring degrees and diplomas.
- 3.3 The Visitor shall have the following powers, namely-
  - 3.3.1 To call for any information or record relating to the affairs of Sri Aurobindo university;
  - 3.3.2 If it appears on the basis of the information that any order, proceeding or decision taken by any authority of Sri Aurobindo university is not in conformity with the provisions of this Act and Statutes, Ordinances or regulations made thereunder, the Visitor may ask for the opinion of the Regulatory Commission and on being satisfied that any irregularity has taken place, he/she may issue such direction as he/she may deem fit in the interest of Sri Aurobindo University and the directions so issued shall be complied with by Sri Aurobindo University.

**STATUTE NO. -3****CHANCELLOR: APPOINTMENT, POWERS AND DUTIES****(Refer Section 16 of the Act 2007)****1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, **Chancellor: Appointment, Powers and Duties.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. APPOINTMENT:**

- 3.1 The Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.
- 3.2 The Chancellor shall be the head of Sri Aurobindo University.
- 3.3 The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of visitor following the procedures laid down above under clause 3.1 of this statute.

**Provided that,** the chancellor shall, notwithstanding the expiring of his term, continues to hold his/her office until either he/she is reappointed or his/her successor enters upon this office.

- 3.4 In case of an emergency like illness, absence or death of the Chancellor, the Pro-Chancellor shall perform the duties till the Chancellor Re-assumes office or the new Chancellor is appointed. However this period will not exceed six months.
- 3.5 The Chancellor shall be the head of the Sri Aurobindo University.
- 3.6 The Chancellor shall preside over the meetings of the Governing body and when the Visitor is not present, shall preside over the convocation of the Sri Aurobindo University for conferring degrees, diplomas or the academic distinctions.
- 3.7 The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- 3.8 In a special meeting called for the purpose, Members of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majority, can recommend to the Visitor for the removal of the Chancellor.
- 3.9 The Chancellor may by writing under his/her signature addressed to the Visitor, resign from office. The Sponsoring Body Chairman shall forward his/her resignation to the Visitor and after Visitor's approval, shall accept his/her resignation and propose a new name to the Visitor as per clause 3.1 of this statute.

#### **4. POWERS AND DUTIES:**

The Chancellor shall have the following powers, namely:

- 4.1 To exercise general control over the affairs of University.
- 4.2 To appoint and remove the Vice-Chancellor;
- 4.3 To call for any information or record relating to any affairs of the University.
- 4.4 The Chancellor may issue directions to Vice Chancellor to convene the meeting of any of the authorities of Sri Aurobindo University for specific purpose, whenever necessary, and the Vice-Chancellor shall arrange to submit the minutes of such meetings to the Chancellor for perusal and necessary action as warranted.
- 4.5 The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of University.

**STATUTE NO. - 4****PRO CHANCELLOR: APPOINTMENT, POWERS & DUTIES**

(Refer Section 20(2) of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Pro-Chancellor: Appointment, Powers and Duties. (As per Section 20(2) of the Act 2007).
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. APPOINTMENT**

- 3.1 The Pro Chancellor/s shall be appointed by the Sponsoring Body with the approval of the Chancellor. The name of the proposed Pro Chancellor/s shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Pro Chancellor/s shall be signed by the Chancellor of the University for his/her approval.
- 3.2 The number of Pro-Chancellor/s can be a maximum of two, as decided by the Sponsoring body. Pro-Chancellor/s shall be selected & appointed by Chancellor from amongst following:

**3.2.1 Nominee/s of Sponsoring Body.**

**3.2.2 Knowledgeable person/s of integrity, stature, experience and proven ability in the field of education/administration.**

**4. POWERS & FUNCTIONS:**

**4.1 Pro-Chancellor/s shall be appointed on terms, conditions & such privileges as determined by Chancellor.**

**4.2 Pro-Chancellor/s shall be deemed to be an officer of the University. He/ she shall exercise all the powers and perform all functions of Chancellor during latter's absence. Pro-Chancellor/s shall preside all meetings /ceremonial functions when Chancellor is not present.**

**4.3 Pro-Chancellor/s shall exercise such powers and perform such other functions as may be delegated by Chancellor.**

**5. TENURE:**

The Pro Chancellor/s shall hold office for a period of five years and shall be eligible for reappointment.

**6. RESIGNATION / REMOVAL:**

**6.1 Pro-Chancellor/s may resign his/her/their appointment by a submission in writing to Chancellor under his/her signature.**

**6.2 If for certain reasons Chancellor decides that the act of Pro Chancellor are not in favour of the University and are against Act/Statutes/ Ordinance and Regulations. He/she may issue removal of Pro Chancellor after giving a chance of hearing. The matter should be reported to Sponsoring Body. Chancellor will appoint the new Pro Chancellor as required, as per clause (1) of this statute.**

**4.1 In both the above cases, the Sponsoring Body shall recommend to the Chancellor, a new name for the office of the Pro Chancellor as per clause (1) of this statute.**

**STATUTE NO. -5****VICE-CHANCELLOR: APPOINTMENT, POWERS AND DUTIES**

(Refer Section 17 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Vice-Chancellor: Appointment, Powers and Duties.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. APPOINTMENT OF VICE-CHANCELLOR:**

- 3.1 The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the 'selection committee' constituted for the purpose.
- 3.2 The selection committee, referred to in sub-section 3.1 shall consist of the following members, namely:
  - 3.2.1 Two eminent academicians nominated by the Sponsoring Body; and
  - 3.2.2 One eminent person nominated by the State Government.
- 3.3 The Chancellor shall appoint one of the members of the Selection Committee as its Chairman.
- 3.4 The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor.



A person recommended by the committee for appointment as a Vice-Chancellor shall-

- 3.4.1 Be an eminent academician or an administrator of high calibre;
- 3.4.2 Be able to provide leadership by his own example;
- 3.4.3 Be able to provide vision and have ability to translate the same into reality in the interest of students and society; and
- 3.4.4 Possess such educational qualifications and experience as may be specified by the State Government, by an order published in the *Official Gazette*, in consultation with the Chancellor.

**Provided that** if the Chancellor does not approve the recommendations of the 'selection committee', he/she may call for fresh recommendation from the selection committee

- 3.5 Notwithstanding anything contained in the foregoing sub-section, the chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the University.

- 3.6 The Vice-Chancellor shall, subject to the provision contained in sub-section 3.1, hold office for a term of four years.

**Provided that** a Vice-Chancellor shall continue to hold office even after expiry of his term till a new Vice-Chancellor joins, however in any case this period shall not exceed 6 months.

- 3.7 The Vice-Chancellor shall be the principal executive and academic officer of the Sri Aurobindo university and shall exercise general superintendence and control over the affairs of the private university and shall execute the decisions of various authorities of the private university.

#### **4. TERMS AND CONDITIONS:**

- 4.1 The Vice-Chancellor shall be a whole time salaried officer of the University.
- 4.2 The Vice-Chancellor shall receive a fixed pay as per the norms of the U.G.C. per month plus other allowances as admissible from time to time.
- 4.3 The Vice-Chancellor shall be entitled to such other benefits & Privileges as may be prescribed by University.

4.4 The Vice-Chancellor shall have the tenure till the age as prescribed by U.G.C. norms.

4.5 If any time upon representation made or otherwise, it appear to the Chancellor that the Vice-Chancellor-

4.5.1 Has made default in performing any duty imposed on him by or under this Act.

4.5.2 Has acted in a manner prejudicial to the interests of the University; or

4.5.3 Is incapable of managing the affairs of the University.

The chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing, stating the reasons therein required, may order the Vice-Chancellor to relinquish his office from such date as may be specified in the order.

4.6 No order under sub-section (4.5) shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity of showing cause against the proposed order.

4.7 As from the date specified in the order under sub-section (4.6), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.

4.8 The Vice-Chancellor by under his/her signature letter addressed to the Chancellor, may resign from his office.

#### **5. POWERS OF VICE-CHANCELLOR:**

5.1 The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.

5.2 If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Adhiniyam 2007 he may take such action as he deems necessary, and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.

**Provided that** if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision shall be final:

**Provided further** that where any such action taken by the Vice-Chancellor affects any person, in the service of the University, such person shall be entitled to appeal, within three months from the date on which such decision of the Governing Body shall be communicated to the person concerned. And decision of the governing body shall be final.

- 5.3 If in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Adhinyam and Statutes, Ordinances or Regulations made thereunder or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be decided by the Chancellor.
- 5.4 The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes and the Ordinances.

#### **6. FUNCTIONS AND DUTIES:**

- 6.1 The Vice-Chancellor shall be the principal academic and executive officer of the University responsible for the development of academic programs of the University. He shall oversee and monitor the administration of the academic programs and general administration of the University to ensure efficiency and good order of the University.
- 6.2 He shall be entitled to be present, with the right to speak, at any meeting of any other authority or body of the University but, shall not be entitled to vote thereat, unless he is the Chairperson or member of that authority or body.
- 6.3 The Vice-Chancellor shall have the power to convene meetings of any of the authorities, bodies or committees, as and when he considers it necessary to do so.
- 6.4 The Vice-Chancellor shall ensure that directions issued by the Chancellor are strictly complied with or, as the case may be, implemented.

- 6.5 It shall be the duty of the Vice-Chancellor to ensure that the provisions of the Act, Statutes, Ordinances, Rules and Regulations are strictly observed and that the decisions of the authorities, bodies and committees which are not inconsistent with the Act, Statutes, Ordinances, Rules or Regulations are properly implemented.
- 6.6 The Vice-Chancellor may defer implementation of a decision taken or a resolution passed by any authority, body or committee of the University if, he is of the opinion that the same is not consistent with the provisions of this Act, Statutes, Ordinances, Rules or Regulations or that such decision or resolution is not in the interest of the University and at the earliest opportunity refer it back to the authority, body or committee concerned for reconsideration in its next meeting with reasons to be recorded in writing. If differences persist, he shall within a week, giving reasons submit it to the Chancellor for decision and inform about having done so to the members of the authority, body or committee concerned. After receipt of the decision of the Chancellor, the Vice-Chancellor shall take the action as directed by the Chancellor and inform the authority, body or committee concerned accordingly.
- 6.7 If there are reasonable grounds for the Vice-Chancellor to believe that there is an emergency which requires immediate action to be taken, he shall, take such action, as he thinks necessary, and shall at the earliest opportunity, report in writing, the grounds for his belief that there was an emergency, and the action taken by him, to such authority or body as would, in the ordinary course, have dealt with the matter. In the event of a difference arising between the Vice Chancellor and the authority or body whether there was in fact an emergency, or on the action taken (where such action does not affect any person in the service of the University), or on both, the matter shall be referred to the Chancellor whose decision shall be final:
- Provided that,** where any such action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to appeal, within thirty days from the date of the receipt of the notice of such action, to the Board of Management.

- 6.8 Where any matter is required to be regulated by Statutes, Ordinances, Rules or Regulations but no Statutes, Ordinances, Rules or Regulations are made in that behalf, the Vice-Chancellor may, for the time being, regulate the matter by issuing such directions as he thinks necessary, and shall at the earliest opportunity thereafter, place them before the Board Of Management or other authority or body concerned for approval. The Vice-Chancellor may, at the same time place before such authority or body for consideration the draft of Statutes, Ordinances, Rules or Regulations, as the case may be, required to be made on their behalf.
- 6.9 The Vice-Chancellor shall be the appointing authority for the University teachers on the recommendations of the selection committee constituted for the said purpose and after approval by the Board of Management.
- 6.10 The Vice-Chancellor shall be the appointing authority for officers of the University of the rank of Assistant Registrar and of the rank equivalent thereto and above after approval by the Board of Management.
- 6.11 As the Chairperson of the authorities or bodies or committees of the University the Vice-Chancellor shall be empowered to suspend a member from the meeting of the authority, body or committee for persisting to obstruct or stall the proceedings or for indulging in behaviour unbecoming of a member, and shall report the matter accordingly, to the Chancellor.
- 6.12 The Vice-Chancellor shall place before the Board of Management a report of the work of the University periodically as provided under the Ordinances.
- 6.13 The Vice-Chancellor shall exercise such other powers and perform such other duties as may be conferred upon the Vice-Chancellor by or under this Act.
- 6.14 The Vice-Chancellor shall be ex-officio Chairman of the Board of management and Academic Council.

**STATUTE NO. -6****PRO-VICE-CHANCELLOR: APPOINTMENT, POWERS AND DUTIES**

(Refer Section 20(2) of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Pro-Vice-Chancellor: Appointment, Powers and Duties.(As per Section 20(2) of the Act 2007).
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. APPOINTMENT:**

- 3.1 The Pro-Vice-Chancellor shall be a full-time salaried officer of the University and shall be appointed by the Chancellor on the recommendations of the selection committee constituted for the purpose; provided that only such person who fulfills the norms prescribed by UGC in this behalf shall be eligible to be appointed.
- 3.2 The selections committee referred to in Clause (3.1) shall comprise of;
  - 3.2.1 Two eminent academicians nominated by the sponsoring body.
  - 3.2.2 One of the members shall be appointed as the Chairman of the selection committee by the Chancellor.

- 3.3 Notwithstanding anything contained in the foregoing sub-section, The Chancellor may appoint the first Pro-Vice-Chancellor for a period of two years to conduct the affairs of the university; provided that only such person who fulfills the norms prescribed by UGC in this behalf shall be eligible to be appointed.
- 3.4 The Pro-Vice-Chancellor shall exercise all such powers as described in the different statutes of the university.
- 3.5 The Pro-Vice-Chancellor shall hold the office for a term not exceeding four years.
- 3.5.1 Provided that a Pro-Vice-Chancellor shall continue to hold office even after the expiry of his term, till a new Pro-Vice-Chancellor assumes office for a period not exceeding six months.
- 3.5.2 Provided that on the expiry of his term, the Pro-Vice-Chancellor shall be eligible for reappointment for one more term; subject to approval of the Governing Body before the expiry of his term.
- 3.5.3 Provided further that in case of emergency like illness, long absence, resignation, or death of incumbent Pro-Vice-Chancellor; the Chancellor may appoint a competent person as Pro-Vice-Chancellor for a term, not exceeding six months.
- 3.6 The Pro-Vice-Chancellor may resign by addressing a letter in writing to the Chancellor, and shall cease to hold his office on the acceptance of such resignation.
- 3.7 The Chancellor may decide to appoint more than one Pro-Vice-Chancellor.
- 3.8 The Governing Body shall decide the qualifications, pay-scale, emoluments, and other service conditions of the Pro-Vice-Chancellor, with appropriate amendments from time to time, provided that pay, allowances and other conditions of service, including age, shall be in conformity with that approved by UGC.
- 3.9 The Pro-Vice-Chancellor shall exercise supervision and control over the designated affairs of the university and give effect to the decisions and recommendations of the various bodies and the authorities of the university without prejudice to the role of Chancellor and Vice Chancellor.
- 3.10 The Pro-Vice-Chancellor shall discharge his duties as directed and delegated to him by the Vice-Chancellor, and exercise all powers of the Vice-Chancellor over the campus/school for which he has been appointed, without prejudice to the role of Chancellor and Vice-Chancellor.
- 3.11 The Pro-Vice-Chancellor shall assist the Vice-Chancellor in discharging day to day duties as and when required by the Vice-Chancellor. He shall preside over the meetings of the university bodies as assigned or in the absence of the Vice-Chancellor and shall exercise such powers and perform such duties as delegated to him by the Vice-Chancellor from time to time.

**STATUTE No. – 7****REGISTRAR: CONDITIONS OF SERVICE, POWERS AND DUTIES**

(Refer Section 18 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called Sri Aurobindo University, Indore, Madhya Pradesh, Registrar: Conditions of Service, Powers and Duties Statute, 2020;
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

In this statute, unless the context otherwise requires;

- 2.1 "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time.
- 2.2 "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time.
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

**3. REGISTRAR: APPOINTMENT AND CONDITIONS OF SERVICE:**

- 3.1 The appointment of the Registrar shall be made by the Governing Body on recommendation of the expert committee constituted for the purpose, as prescribed by the Statutes. However, the First Registrar may be appointed by the Sponsoring Body pending creation of Statutes.
- 3.2 The subsequent Registrar other than the first Registrar shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The expert committee shall consist of



- |       |  |                              |
|-------|--|------------------------------|
| 3.2.1 | Vice-Chancellor:                               | <b>Chairman</b>              |
| 3.2.2 | Nominee of the Chancellor:                     | <b>Member</b>                |
| 3.2.3 | Two expert members approved by Governing Body: | <b>Members</b>               |
| 3.2.4 | One observer nominated by :                    | <b>Regulatory Commission</b> |
- 3.3 The Registrar shall receive salary in the scale as per UGC norms or as sanctioned by the Governing Body.
- 3.4 No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid-down in the Regulations for the University.
- 3.5 The Registrar shall be entitled to such other benefits and privileges as may be prescribed in the service rules.
- 3.6 The Registrar shall retire on completing the age of sixty five years or as prescribed by UGC /Govt. authority.
- 3.7 If at any time upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar.

Provided that before such action the Registrar shall be given an opportunity of being heard.

#### **4. POWERS & DUTIES OF REGISTRAR:**

- 4.1 All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- 4.2 The Registrar shall be the Secretary of the Governing Body, Board of Management and Academic Council but he shall not have the Right to vote.
- 4.3 The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.

- 4.4 He shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his charge;
- 4.5 Shall be responsible for inventory management of furniture, fittings and equipment and ensure annual stock taking and physical verification of the same.
- 4.6 He shall arrange for condemnation/write off unserviceable furniture and equipment as recommended by Committee appointed for that purpose
- 4.7 Shall issue all notices convening meeting of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Monitoring Committee and any board or committees appointed under the Adhinyam of which he is to act as Secretary;
- 4.8 Shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Committee and any board or committees of the University appointed under the Adhinyam of which he is to act as Secretary;
- 4.9 Shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/ authorities.
- 4.10 Shall provide to the Vice Chancellor
- 4.10.1 Copies of the agenda of the meetings of the University authorities of which he is to act as Secretary, as soon as such approved agenda is issued;
- 4.10.2 The minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and
- 4.10.3 Such other papers and information as the Vice-Chancellor may direct him to maintain and supply from time to time;
- 4.11 Shall exercise all such powers as may be necessary or expedient for carrying orders of the Vice-Chancellor or various authorities or body of the University of which he acts as Secretary;
- 4.12 Shall discharge such other functions as may be assigned to him from time to time by the Vice Chancellor to whom he shall be responsible for the same.

**STATUTE No. – 8****CHIEF FINANCE & ACCOUNTS OFFICER: FUNCTIONS & DUTIES**

(Refer Section 19 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called Sri Aurobindo University, Indore, Madhya Pradesh, **Chief Finance & Accounts Officer: Functions & Duties.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:** In this statute, unless the context otherwise requires;

- 2.1 "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time.
- 2.2 "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time.
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

**3. APPOINTMENT TERMS & CONDITIONS:**

- 3.1 The Chief Finance and Accounts Officer shall be responsible for the overall issues related to accounts and finances of the University.
- 3.2 The Chief Finance and Accounts Officer will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
- 3.3 The appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor on the recommendations of the committee constituted for the purpose.

The committee shall consist of:

- |       |                            |          |
|-------|----------------------------|----------|
| 3.3.1 | Vice Chancellor;           | Chairman |
| 3.3.2 | Nominee of the Chancellor; | Member   |

- 3.3.3 Two expert members approved by the Governing Body: **Members**
- 3.3.4 One observer nominated by the **Chairman Regulatory Commission**
- 3.4 Notwithstanding the above the first Chief Finance and Accounts Officer may be appointed by Chancellor.
- 3.5 If at any time upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Chief Finance and Accounts Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Chief Finance and Accounts Officer.
- 3.6 The Chief Finance and Accounts Officer shall retire on completing the age of sixty five years or as prescribed by UGC /Govt. authority.

**4. SUBJECT TO THE CONTROL OF VICE-CHANCELLOR FOLLOWING SHALL BE THE DUTIES & RESPONSIBILITIES OF THE CHIEF FINANCE & ACCOUNTS OFFICER:**

- 4.1 To hold and manage the property and investments of the University and endowed properties/funds.
- 4.2 To ensure that the limits fixed by Governing Body for recurring and nonrecurring expenditure for a year are not exceeded and that all money is expended for the purpose for which it was granted or allotted.
- 4.3 To keep a constant watch on the state of the cash and bank balances and on the state and quality of investment.
- 4.4 To suggest measures of additional internal revenue generation for the university.

**5. CHIEF FINANCE & ACCOUNTS OFFICER SHALL: -**

- 5.1 Arrange collection of income; disburse the payments and maintenance of the accounts of the University.
- 5.2 Be responsible for the preparation of annual accounts and the budget of the University for the next Financial Year as also long term plans are required.

- 5.3 Have the accounts of the University regularly audited and financial statements duly audited and certified by the external auditors of the University in compliance of Statutory Regulations.
- 5.4 He will also be Responsible for the removal and resolution of all the irregularities/deficiencies pointed out in any of the audit reports and repost such compliance to the Vice-Chancellor.
- 5.5 He will Ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials in all offices and institutions maintained by the University.
- 5.6 Suggest to take appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
- 5.7 Ensure that proposals for fixation of fees and other charges are prepared and put up to the competent authority/committee for approval.
- 5.8 Ensure that the fee structure once approved by the MPPURC is implemented and fees from the students received in time with penalties, if any.
6. The Chief Finance & Accounts Officer may call from any Office or institution of the University any information, documents, bills/receipts and statements/returns that he may consider necessary for the performance of his duties.
7. The Chief Finance & Accounts Officer shall ensure that all bills for payments be duly audited after residential audit set up is established.
8. He shall ensure compliance of provisions of Prevailing acts and regulations relating to direct and indirect taxes and revenue levies of Central / State Govt. and local bodies.
9. Chief Finance & Accounts Officer shall discharge all such functions as assigned by the Chancellor, Governing Body/ Vice-Chancellor and or embodied in the Statutes.
10. Chief Finance and Accounts Officer will ensure that preventive vigilance measures and proactive steps are continuously observed in the University and its Institutions.

**STATUTE NO. -9****GOVERNING BODY: COMPOSITION, POWERS AND DUTIES**

(Refer Section 22 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This statute may be called Sri Aurobindo University, Indore, Madhya Pradesh, Governing Body: Composition, Powers and Duties.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

In this statute, unless the context otherwise requires;

- 2.1 "Adhiniyam" means that Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time.
- 2.2 "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time.
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

**3. COMPOSITION:**

- 3.1.1 The Governing Body of Sri Aurobindo University shall consist of the following members, namely:
  - 3.1.2 The Chancellor;
  - 3.1.3 The Vice-Chancellor;
  - 3.1.4 Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
  - 3.1.5 Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
  - 3.1.6 One representative of the State Government not below the rank of Deputy Secretary.

3.1.7 The Registrar- Secretary.

3.2 The Chancellor shall be the Ex-officio chairman of the Governing Body.

3.3 The Registrar will be the Secretary of Governing Body.

**4. TENURE:**

4.1 The term of a nominated member of the Governing Body shall be 3 (three) years from the date of nomination.

4.1.1 No nominated members shall hold office for more than two consecutive terms.

**5. POWERS:**

The Governing Body shall be the principal policy making authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:

5.1 The Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.

5.2 To control functioning of the University by using all such powers as are provided by this Adhiniyam and the Statutes, Ordinances or Regulations made thereunder;

5.3 To review the decision of other authorities of the University, in case they are not in conformity with the provisions of this Adhiniyam or the Statutes, Ordinances or Regulations made thereunder;

5.4 To approve the budget and annual report of the University;

5.5 To lay down the policies to be followed by the University;

5.6 To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible;

5.7 The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.

5.8 Such other powers as may be prescribed by the Statutes.

**6. FUNCTIONS:**

The Governing Body shall be:

- 6.1 The highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Missions.
- 6.2 Shall exercise all powers under the Adhinyam unless otherwise prohibited by the Statutes or Ordinances.
- 6.3 Shall be the final approving authority for the drafts of Statutes and Ordinances of University. It shall have the power to reject or send for reconsideration any Statutes or Ordinance received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
- 6.4 May invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- 6.5 Subject to the Provisions of Adhinyam, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.
- 6.6 May make policy or issue directives or give recommendation/s to any Authority of the University.
- 6.7 May act upon any complaints received from Chancellor or Vice-Chancellor/ Registrar through proper channel and then investigate through proper justifiable process and then decide on the matter through consensus and act for its disposal.
- 6.8 Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- 6.9 Shall direct, supervise and control the 'endowment fund' as well as general fund account and have them audited as per the Adhinyam.
- 6.10 Shall periodically review the Broad decisions and programs of the University and direct/suggest measures for improvement and development of the University.
- 6.11 Shall be the final authority to approve the recommendation of the Board for conferment of Honorary Degree and other distinctions and awards.



- 6.12 The Governing Body may order in writing any order, notification, resolution or any proceedings of the University, which in its opinion is not in conformity with the provisions of the Adhiniyam, or the Statutes, Ordinances or Regulations:
- 6.13 Shall frame rules/regulations for the conduct of its business.

#### **7. MEETINGS AND QUORUM:**

- 7.1 A meeting of the Governing Body shall ordinarily be called upon a minimum of three times in a calendar year,
- 7.2 Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a Member so nominated by the Chairperson.
- 7.3 The Chairperson may of his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- 7.4 One week notice in advance shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
- 7.5 Five members of the Governing Body shall form the Quorum.  
Provided that, three members will form the quorum for an adjourned meeting.

#### **8. VACANCIES:**

- 8.1 Any member of the Governing Body may relinquish his/her office by tendering resignation. The letter of resignation in writing shall be sent to the Chairman of the Governing Body. Such resignation shall be effective from the date on which it is accepted by the Governing Body with the consent of the Sponsoring Body. The date will be communicated to the concerned member.  
In case of resignation by members of the Governing Body nominated under section 22 (1) (d) & (e) of the Act, the same will be forwarded to the Visitor/State Government after due deliberations by the Governing Body for acceptance.
- 8.2 No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- 8.3 A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- 8.4 Vacancy of any Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible (but not later than 3 months) by the Sponsoring Body/State Government and the member so nominated shall continue to be member for the remaining tenure.

**STATUTE NO. -10****BOARD OF MANAGEMENT: COMPOSITION, TENURE, POWERS AND FUNCTIONS**

(Refer Section 23 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh **Board of Management: Composition, Tenure, Powers and Functions.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

In this statute; unless the context otherwise requires;

- 2.1 "Adhiniyam" means the. Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time.
- 2.2 "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

**3. COMPOSITION:**

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam; It shall consist of the following:

- |     |   |                    |
|-----|---|--------------------|
| 3.1 | The Vice Chancellor, as ex officio:   | <b>Chairperson</b> |
| 3.2 | Two persons nominated by the Sponsoring Body:   | <b>Members</b>     |
| 3.3 | Two persons nominated by the State Government:  | <b>Members</b>     |
| 3.4 | Two Dean/Principals/Senior most Professors of the Constituent Institutions by rotation. |                    |
| 3.5 | Two senior most Teachers of University other than 3.4 by rotation.                      |                    |
| 3.6 | Registrar: Ex-Officio Secretary.  |                    |

**4. TENURE:**

- 4.1 The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- 4.2 No nominated member shall hold office for more than two consecutive terms.
- 4.3 The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- 4.4 The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

**5. POWERS AND FUNCTIONS:**

The Board of Management:

- 5.1 Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- 5.2 The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- 5.3 Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- 5.4 Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- 5.5 In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- 5.6 Shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University or Head of an Institution /Study Center on the other.
- 5.7 Shall regulate the use of the common seal of the University.
- 5.8 Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit,

- control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, and appoint authorized agents for the same, if deemed necessary.
- 5.9 Shall have the authority to enter into modification and carry out or cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.
- 5.10 Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- 5.11 The Board of Management may, on the recommendation of the Academic Council institute/ create any post for Professor, Associate Professor or Assistant Professor or any teaching post and may abolish it, if required.
- 5.12 Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- 5.13 Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- 5.14 To prescribe remunerations, emoluments, travelling and other allowances of examiners / invigilators and other employees appointed for examination related duties.
- 5.15 To ensure maintenance of proper accounts of the properties and funds of the University;
- 5.16 To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- 5.17 To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- 5.18 To follow and monitor the budget for expenditure as approved by the Governing Body.

- 5.19 To recommend to the Governing Body for creating the post of other officers of the University.
- 5.20 To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- 5.21 To select a common seal for the University and to provide for its custody and use;
- 5.22 To arrange for the conduct/defending of litigation by or against the University.
- 5.23 To examine and recommend to Governing Body regarding the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- 5.24 To recommend to confer honorary degrees, medals and prizes on the recommendation of the Academic Council;
- 5.25 To recommend, enact, amend or repeal Statutes;
- 5.26 To recommend for conferring the title of Professor Emeritus on the recommendations of the Academic Council.
- 5.27 To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhinyam, Statutes, Ordinances or the Regulations.

**6. POWER TO PROPOSE AND RECOMMEND AMEUREMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:**

- 6.1 The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.
  - 6.1.1 The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council. If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
  - 6.1.2 The Board of Management shall obtain the opinion of the Finance Committee in respect of such Statutes involving financial implications.

- 6.1.3 The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft/ Statute before taking it up for consideration.
- 6.1.4 Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.
- 6.2 The Board of Management in the manner hereinafter provided may make the Ordinances.
- 6.2.1 In making the Ordinances, the Board of Management shall consult,
- 6.2.1.1 The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
- 6.2.1.2 The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- 6.2.2 The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- 6.2.3 Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- 6.2.4 The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- 6.2.5 Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.

6.2.6 The Board of Management may make Rules consistent with the Adhinyam, the Statutes, the Ordinances and the Regulations. The rules may provide for

6.2.6.1 Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:

6.2.6.2 The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and

6.2.6.3 All matters solely concerning such Authority or Board and not provided by the Adhinyam, the Statutes, the Ordinances or the Regulations.

6.2.6.4 Every Rule made under this section shall come into force on the date when it is approved by the Board.

#### 7. MEETING AND QUORUM:

7.1 The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.

7.2 The meeting shall be convened under the direction of the Vice Chancellor.

7.3 Five members shall constitute the quorum.

#### 8. VACANCIES:

8.1 Any member of the Board of Management may resign his/her office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall be effective from the date the same is accepted by the Board of Management with the consent of the Chancellor. The date will be communicated to the concerned member

In case of resignation by members of the Board of Management nominated under section 23 (1) (c) of the Act, the same will be forwarded to the State Government after due deliberations by the Board of Management for acceptance.

8.2 No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.

8.3 A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude

8.4 Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible (but not later than 3 months), and the member so nominated shall be a Member for the un-expired portion of the term.

**STATUTE NO. -11****BOARD OF EXAMINATION: COMPOSITION, POWERS & DUTIES**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, **Board of Examination: Composition, Powers & Duties.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. COMPOSITION:**

- 3.1 The Board of Examinations shall be the authority for conducting the examinations and making policy decisions in regard to organising and holding examinations, improving the system of examinations. The Board of Examinations shall also oversee and regulate the conduct of examinations in the college, institutions and University departments.
- 3.2 The Board of Examinations shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed.
- 3.3 The Board of Examinations shall consist of the following members, namely:-



- |       |  |                    |
|-------|--|--------------------|
| 3.3.1 | Vice-Chancellor:   | <b>Chairperson</b> |
| 3.3.2 | Dean of the Faculties of the concerned examination:  | <b>Members</b>     |
| 3.3.3 | One head of University department, not below the rank of Reader, nominated by the Vice-Chancellor: | <b>Members</b>     |
| 3.3.4 | One Dean/principal other than Dean of Faculty nominated by the Academic Council:                   | <b>Members</b>     |
| 3.3.5 | One teacher other than head of department or principal, nominated by the Vice Chancellor:          | <b>Members</b>     |
| 3.3.6 | One evaluation expert, co-opted by the Board of Examination:                                       | <b>Members</b>     |
| 3.3.7 | Controller of Examinations shall be the <i>ex-officio</i> Secretary.                               |                    |

#### 4. **POWERS AND DUTIES OF BOARD OF EXAMINATIONS:**

- 4.1 The Board of Examinations shall ensure proper organisation of examinations and tests of the University.
- 4.2 The Board of examination shall meet minimum once in each academic term.
- 4.3 In particular and without prejudice to the generality of duties as mentioned in sub-section (1) the Board shall exercise the following powers and perform following duties, namely:-
  - 4.3.1 To undertake, exercise and experiment in examination reforms;
  - 4.3.2 To exercise such other powers in relation to examinations as may be assigned to it.
- 4.4 In case of any emergency requiring immediate action to be taken, the Chairperson of the Board or any other officer or person authorised by the Chairperson in his/her behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall be reported by such person and ratified by the Board.
  - 4.4.1 In order to appoint paper-setters, examiners and moderators, the Board of Examinations shall constitute committees for every subject consisting of:
    - 4.4.1.1 The Dean of the concerned faculty - Chairperson
    - 4.4.1.2 The Chairperson of the concerned Board of Studies;

- 4.4.1.3 Two members of the Board of Studies nominated by the Vice-chancellor from amongst Board of Studies members:
- 4.4.2 The Controller of Examinations shall be the *ex-officio* Secretary of such committees;
- 4.4.3 The committees shall prepare lists of persons for various examinations and tests, from amongst persons, included in the panels to be prepared by the Board of Studies and shall submit them to the Vice-Chancellor, which shall then appoint paper-setters, examiners and moderators, and where necessary referees;
- 4.4.4 The committee shall obtain three sets of question papers in sealed covers in the respective subject. The Chairperson of the committee shall draw at random one such sealed cover containing question papers. This sealed cover with seal intact shall then be sent to the press.
- 4.4.5 Assessment of answer books for all degree examinations shall be done centrally through central assessment system. All the answer books of an examination shall be collected at a convenient central place. The answer books then will be given code numbers and will be masked. All the examiners will attend the central assessment centers and they will assess the answer books at the designated center only. The answer books will then be de-masked/ De-coded and the result sheets will be prepared by the moderators:
- Provided that**, the University may, adopt the same system for post-graduate courses as well whenever it considers it expedient and practicable.
- 4.4.6 In order to investigate and take disciplinary action for malpractices and lapses on the part of candidates, paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, the Board of Examinations shall constitute a committee of not more than five persons of whom one shall be Chairperson;
- 4.4.7 Such a committee shall submit its report and recommendations to the Board of Examinations which shall take disciplinary action in the matter as it deems fit.
- 4.5 The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, etc.

**STATUTE NO. -12****ACADEMIC COUNCIL: FORMATION, POWERS & DUTIES****(Refer Section 24 of the Act 2007)****1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, **Academic Council: Formation, Powers & Duties.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. FORMATION:**

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, Statutes, Ordinances and regulations, co-ordinate and exercise general supervision over its academic policies. The Academic Council shall consist of the following members:

- |   |               |
|---|---------------|
| 3.1 Vice-Chancellor                               | - Chairperson |
| 3.2 All Deans of faculty and all                  | - Members     |
| 3.3 Chairpersons of Board of Studies              | - Members     |
| 3.4 Dean/Head of Department/Principal             | - Member      |
| 3.5 Two Members to be nominated by the Chancellor | - Member      |
| 3.6 Two Professor to the UTD nominated by VC      | - Member      |

- 3.7 Two External Members from other University nominated by VC – **Member**
- 3.8 One representative nominated by Chairman Regulatory Commission – **Member**
- 3.9 Controller of Examination – **Member**
- 3.10 Registrar – **Secretary**

#### **4. CONDUCT OF MEETING:**

- 4.1 The Vice-chancellor, as the Chairperson, shall preside over the meetings of the Academia Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- 4.2 The Registrar shall be the Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- 4.3 One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- 4.4 The term of the nominated members of the Academic Council will be three years.

#### **5. GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:**

- 5.1 In general the Academic Council shall meet twice a year. Vice-Chancellor can requisite the meeting as and when required in addition to regular meetings.
- 5.2 Academic Council shall meet on requisition of Vice Chancellor.
- 5.3 Registrar shall notify the meeting on the orders of Vice Chancellor.
- 5.4 Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- 5.5 Approval of the resolutions shall be by simple majority of the Members present.
- 5.6 Vice Chancellor is authorized to invite experts as and when required. However such invitee members shall neither be counted to fulfill quorum requirement, nor have voting powers.

- 5.7 All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- 5.8 Validity of Council meetings: proceedings of the Council meetings shall not be invalidated:
  - 5.8.1 Due to vacancies in Academic Council.
  - 5.8.2 Due to non-receipt of meeting notice by any member or members.
  - 5.8.3 Due to defective nomination of any member.

**6. POWERS, DUTIES AND FUNCTIONS:**

- 6.1 The Academic Council shall be the Principal Academic Body of the University and shall, subject to the provisions of the Adhiniyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- 6.2 As the Authority of the University, shall be the principal body for laying down educational policies and shall, subject to the Statutes, Ordinances and Regulations, see to the coordination and general superintendence of its implementation.
- 6.3 To co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- 6.4 To promote research and innovation related activities in the University.
- 6.5 To make recommendations to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
- 6.6 Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.

- 6.7 Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend it with the approval of Board of Management.
- 6.8 Approve the launching/commencing of new courses of studies.
- 6.9 Frame the Calendar of Events for the academic year for the various courses.
- 6.10 Approve the rules of conduct/behavior and etiquettes of the students in the Institution, the Hostels and in & outside the campus.
- 6.11 Discuss and decide on the matters put up by the respective Boards of Studies.
- 6.12 To arrange and order annual Inspections by the Local Committees of constituent Institutions to maintain high standards.
- 6.13 Prescribe the methodology, schemes, and modalities of Internal and University examinations.
- 6.14 Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
- 6.15 Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.
- 6.16 Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
- 6.17 Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- 6.18 Appoint various sub committees as and when required for specific purpose / task. The committees shall cease to function after completing the task assigned.
- 6.19 Constitute such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, un-authorized absence, misbehavior, misappropriation, and thefts will also be looked into by the Council.
- 6.20 To consider and act on the recommendations of such committees.
- 6.21 To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and departments and

recommend to the Board of Management, the ways and means of improvement.

- 6.22 To initiate and promote research and related activities in various constituent Institutions and centers.
- 6.23 To consider other academic or student welfare matters referred to the Academic Council.
- 6.24 To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- 6.25 To appoint committees for admission of students in different faculties of University.
- 6.26 To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- 6.27 To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- 6.28 Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. National medical commission, DCI, Indian Nursing Council, M.P. Nursing Council, M.P. Paramedical Council, Rehabilitation Council, Bar Council & AICTE etc. as laid down from time to time, are adhered to.

7. -

- 7.1 The Academic Council may constitute standing committee of the Academic Council to look after the routine matter of academic council.
- 7.2 The Standing committee shall consist of the following member
  - 7.2.1 The Vice-Chancellor - Chairperson
  - 7.2.2 All Dean of the Faculty – Member
  - 7.2.3 The Registrar - Secretary

Provided that Dean shall hold office for a period of 2 year or the remaining term of his/her Deanship whichever is earlier.
- 7.3 To consider qualification for admission to various courses to determine the intake of students in each course to fix various examination centre and other matters relating to the admission of the student.

- 7.4 To consider cases of recognition for degree, diploma of the university and educational body for the purpose of admission to various programme of the university.
- 7.5 To consider the matter arising out of the Recommendation of the School Boards and to make suitable recommendation to the academic council.
- 7.6 To consider any other matters referred to it by the Vice-Chancellor or the academic council.
- 7.7 To consider all academic matter on the behalf of the Academic Council and the decision shall be reported to the academic council.
- 7.8 The Vice-Chancellor, as the Chair Person shall preside over the meeting of the Standing committee of the Academic council.
- 7.9 The Registrar shall be the Secretary of the Standing Committee.



**STATUTE NO. -13****BOARD OF STUDIES: COMPOSITION, POWERS & DUTIES**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Board of Studies: Composition, Powers & Duties.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. BOARD OF STUDIES:**

There shall be Boards of Studies pertaining to the following subjects/Group of subjects mentioned below under the each faculty thereof:

**3.1 Faculty of Medicine.**

- I. Anatomy, Physiology and Biochemistry.
- II. Pharmacology, Forensic Medicine and Allied Subjects.
- III. Preventive and Social Medicine.
- IV. Pathology and Microbiology.
- V. Medicine, Skin and Venereal Diseases , Tuberculosis.
- VI. Psychiatry.
- VII. Neurology.

- VIII. Surgery.
- IX. Anesthesiology.
- X. Orthopedics.
- XI. Ear, Nose and Throat.
- XII. Obstetrics & Gynecology.
- XIII. Pediatrics.
- XIV. Ophthalmology.
- XV. Radiology.
- 3.2 Faculty of Dentistry.
  - I. Dentistry.
- 3.3 Faculty of Physiotherapy.
  - I. Physiotherapy.
- 3.4 Faculty of Nursing.
  - I. Nursing.
- 3.5 Faculty of Rehabilitation Sciences.
  - I. Speech and Hearing
  - II. Prosthetics and Orthotics.
  - III. Audiology and Speech Language Pathology.
  - IV. Special Education.
- 3.6 Faculty of Occupational Therapy.
  - I. Occupational Therapy.
- 3.7 Faculty of Allied and Paramedical Sciences.
  - I. Allied and Paramedical Sciences
- 3.8 Faculty of Management.
  - I. Business administration/Industrial relations and Personnel management, Human Resource development, Financial Administration, Foreign Trade/Disaster Management.
  - II. Hospital Administration.
  - III. Chemical sales and Marketing.
  - IV. Tourism Administration.
  - V. E-Commerce.
- 3.9 Faculty of Law.

## I. Law.

## 3.10 Faculty of Commerce.

## I. Commerce.

## 3.11 Faculty of Ayush.

- I. Sharir, Dosh, Dhatu, Mal, Vigyan, Sanskrit.
- II. Dravyagun, Ras Shastra Vigyan.
- III. Kaaya Chikitsa Vikriti Vigyan and Swasthyavritta.
- IV. Shalya Tantra, Shalakya Tantra, Prasuti Tantra, Kaumaryabhritya, Agad tantra and Vyavaharyurveda.
- V. Ashtang Sangrah, Charak Samhita, Padarth Vigyan, Ayurveda ka Itihas.
- VI. Sharir Rachana Vigyan , Shariarkiriya Vigyan.
- VII. Rog Vikriti Vigyan evam Swastha Vritta.
- VIII. Homeopathy.
- IX. Unani.
- X. Alternative medicine (Accupressure, Magnetic Therapy etc.)
- XI. Yoga and Naturopathy.

## 3.12 Faculty of Arts

- I. English and other Foreign Languages
- II. Sanskrit, Functional Sanskrit and Prachya Sanskrit
- III. Pali, Prakrit
- IV. Hindi, Functional Hindi, Linguistics and Translation
- V. Urdu, Arabic, Persian
- VI. Other Indian Languages
- VII. Philology
- VIII. Philosophy
- IX. Music (Vocal, instrumental) and Dance
- X. Fine Arts (Drawing and Painting)
- XI. Performing Arts (Theater and Sculpture)
- XII. Library and Information Science
- XIII. Journalism and Mass Communication
- XIV. Fashion Designing (in case there is no Faculty of Vocational studies)
- XV. Interior Designing (in case there is no Faculty of Vocational studies)

## XVI. Jyotirvigyan.

## 3.13 Faculty of Social Science and Humanity.

- I. History, Modern History, Medieval History.
- II. Ancient Indian History Culture and Archaeology, Indology
- III. Political Science, International Relations. Public Administration, Human Rights
- IV. Economics, Business Economics, Applied Economics
- V. Sociology, Social work and Community, Demography and Population Science
- VI. Anthropology
- VII. Geography
- VIII. Military Science & Defense Studies
- IX. Rural Development
- X. Home Science (if there is no separate Faculty of Home Science in the University).

## 3.14 Faculty of Home Science

- I. Home Science
- II. Clothing and Textile/Fabric and Apparel Sciences
- III. Food and Nutrition

## 3.15 Faculty of Science

- I. Physics, Laser Technology.
- II. Chemistry, Industrial Chemistry, Environmental Chemistry, Pharmaceutical Chemistry, MICA
- III. Mathematics
- IV. Geology, Remote Sensing, Earth Science
- V. Statistics
- VI. Criminology and Forensic Science
- VII. Computer Science (if faculty of Engineering Science does not exit)
- VIII. Oceanography, Meteorology

## 3.16 Faculty of Life Science:

- I. Botany, Ethno-biology, Forestry, Horticulture
- II. Zoology, Fisheries, Aquaculture, Genetics, Neuroscience

- III. Environmental Sciences / Environmental Biology, Limnology
- IV. Bio-Chemistry
- V. Life Science/Bio- Science, Microbiology
- VI. Biotechnology, Seed Technology, Bio informatics, Food Technology
- 3.17 Faculty of Vocational Studies
  - I. Vocational Education courses (B.Voc, M.Voc)
  - II. Skill Development Courses (B.Voc, M.Voc)
  - III. Fashion Designing
  - IV. Interior Designing
- 3.18 Faculty of Pharmacy
  - I. Pharmaceutical Science
- 3.19 Faculty of Mass media and Communication
  - I. Journalism and Mass-Communication
  - II. Electronic Media
- 3.20 Faculty of Engineering
  - I. Bio Medical Engineering
  - II. Electrical Engineering/Electrical and Electronics
  - III. Electronics and Communication Engineering
  - IV. Electronics Instrumental Engineering
  - V. Computer Science Engineering/Information Technology.
  - VI. Mining Engineering
  - VII. Mechanical Engineering
  - VIII. Civil Engineering
  - IX. Chemical Engineering
  - X. Industrial & Production Engineering.
  - XI. Textile Engineering
  - XII. Fire technology Engineering
- 3.21 The Chancellor, on the recommendation of the Vice-Chancellor may include any subjects not covered in the above list to any of the Board as mentioned above and may delete subjects, if required.

**4. COMPOSITION OF BOARD OF STUDIES:**

- 4.1 There shall be a Board of Studies for every subject or group of subjects as prescribed by the Statutes;
- 4.2 The Board of Studies shall consist of-
  - 4.2.1 The Head of the University department or institution in the relevant subject; Provided that, where there is no University department in the subject the Board shall at its first meeting co-opt the Head of the Department having post-graduate teaching in that subject;
  - 4.2.2 One Reader of the University department or institution in the relevant subject.
  - 4.2.3 Two teachers in said subject nominated by Vice Chancellor.
  - 4.2.4 Four members to be co-opted by Board of studies.
- 4.3 The Board, at its first meeting, shall co-opt-
  - 4.3.1 One post-graduate teacher having teaching experience as per the norms as laid down by the Regulatory body, from amongst the teachers of constituent colleges/School of studies/UTD having post-graduate teaching in the subject;
  - 4.3.2 One teacher having teaching experience as per the norms as laid down by the Regulatory body, from amongst constituent college teachers in the subject, who is not head of the department in the University.
  - 4.3.3 Two eminent persons who are -
    - 4.3.3.1 Either professors or readers in other University; or
    - 4.3.3.2 Persons holding rank not lower than that of Assistant Director in national laboratories or institutions or recognised institutions; or
    - 4.3.3.3 Experts in related field having published -
      - (a) At least one book; or
      - (b) At least five Research papers in the subject in recognized National or International Journals.
- 4.4 The Chairperson shall be nominated by vice chancellor from the members of the Board of studies.

**5. POWERS AND DUTIES OF BOARD OF STUDIES: -**

The Board of Studies shall have the following powers and duties, namely:-

- 5.1 To recommend, upon reference to it by the Board Of Management or Academic Council or the faculty concerned or otherwise, the courses of study in the subject or group of subjects within its purview;
- 5.2 To recommend books, including text-books, supplementary reading, reference books and other material for such courses of study;
- 5.3 To recommend to the Academic Council for its approval the preparation and publication or selections of writing or work of authors and other matters as well as material, consequent to curriculum development by the teachers of the University for its introduction in the syllabi of the courses of study under the purview of the Board in accordance with the Regulations made by the Academic Council in that respect;
- 5.4 To advise the faculty or faculties concerned regarding improvements in the course of study;
- 5.5 To recommend names of suitable persons for inclusion in the panels for appointment as paper-setters, examiners and moderators in the University examinations in the subject by the Board of Examinations;
- 5.6 To recommend to the Board of Examinations, names of persons suitable for appointment as referees, for evaluation of thesis and dissertations and for conduct of *viva-voce* examinations, wherever prescribed, for awarding post-graduate, doctorate and higher degrees;
- 5.7 To suggest organization of orientation and refresher courses in the subject;
- 5.8 To prepare requirements in respect of teaching of the subject at various levels in respect of teachers and their qualifications, library, laboratory and hospital equipment and consumables for the use for the Planning Board for formulating the norms and requirements.

**6. Removal/ Disqualification of member:**

- 6.1 The member ceases to be so:
  - 6.1.1 On resignation/ removal from University.
  - 6.1.2 When convicted for any offence including moral turpitude.

**6.2 A member can be removed:**

6.2.1 Who is sick, insane and incapable of discharging the duties in the Board.

6.2.2 Who is found guilty of misconduct, indiscipline and malpractice.

**7. QUORUM:**

One third of the members of the Board of Studies shall form a quorum for its meetings.

This should include one external member of the Board of Studies. The meeting of the Board of Studies will be arranged at least twice in a year.

**8. JOINT MEETING:**

Whenever it is deemed necessary the Vice-Chancellor shall be competent to convene Joint Meeting of two or more Boards of Studies and the Vice-Chancellor shall appoint the Chairman for any such meeting(s).

**9. OPINION BY CIRCULATION:**

The Vice-Chancellor may in urgent cases obtain the opinion of the Chairman of Board of Studies or of full Board of Studies by circulations of any proposal among them. Such opinion together with the action taken thereon shall be communicated to all the members.

**10. VALIDATION OF BOARD OF STUDIES MEETINGS:**

Proceedings of the Board of Studies meetings shall not be invalidated merely due to

10.1 Vacancies in Board of Studies.

10.2 Non Receipt of Meeting notice by any member or members.

10.3 Defective nomination of any member.



**STATUTE NO. -14****FACULTIES OF THE UNIVERSITY: COMPOSITION, POWERS & DUTIES**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh **Faculties of the University: Composition, Powers & Duties.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. FACULTY:**

- 3.1 The faculties shall be the principal academic co-ordinating authorities of the University in respect of studies and research in relation to the subjects included in the faculty, and also in respect of studies and research in multidisciplinary faculties.
- 3.2 The University shall have such faculties as prescribed by Ordinance.
- 3.3 A faculty shall be constituted, divided, combined with or abolished, only with the approval of the Academic Council and as prescribed by Statutes.
- 3.4 The University shall have the following faculty
  - Faculty of Medicine
  - Faculty of Dentistry

- Faculty of Physiotherapy
- Faculty of Nursing
- Faculty of Rehabilitation Science.
- Faculty of Occupational Therapy
- Faculty of Allied and Paramedical Sciences
- Faculty of Management
- Faculty of Law
- Faculty of Commerce
- Faculty of Ayush
- Faculty of Arts
- Faculty of Social Sciences and Humanities
- Faculty of Home Science
- Faculty of Science
- Faculty of Life Science
- Faculty of Vocational Studies
- Faculty of Media and Mass Communication
- Faculty of Technology
- Faculty of Engineering

3.5 Each faculty shall consist of the Dean.

3.6 The Dean shall be appointed by the Chancellor on the Recommendation of Vice-chancellor for a period of 3 Years from amongst the Professor of the UTD/School/Institute/College who are the teachers in the subjects assigned to the faculty.

Provided that, if there is no professor of University teaching department/School/Institute/College or Principal teaching the set subjects the chancellor may appoint the Dean or any other Faculty to Act as the Dean of the Faculty.

The Dean shall be the Chairmen of the faculty and shall be responsible for the due observance of the statutes, the ordinances and the regulations relating to the faculty and for the conduct and maintenance of standard of teaching and

**3.7 The faculty shall consist of the following members:-**

- 3.5.1 The Dean of the faculty as *ex-officio* Chairperson;
- 3.5.2 The Chairpersons of each Board of Studies, for the subjects comprised in the faculty - Member
- 3.5.3 Three members of each Board of Studies to be nominated by the members of the Boards of Studies from amongst themselves, out of whom at least one shall be a post-graduate teacher.

**4. POWERS AND DUTIES OF FACULTY:**

The Faculty shall have the following powers and duties, namely:-

- 4.1 To consider and report on any matter referred to it by the Board Of Management Academic Council or Planning Board;
- 4.2 To consider and approve recommendations of the Board of Studies in the faculty, and matters related to more than one Board of Studies not affecting any other faculty, and recommend to the Academic Council for action as it thinks fit;
- 4.3 To consider and recommend to the Academic Council, the academic matters, within its purview, which affect any other faculty or faculties or which involve administrative or financial implications;
- 4.4 To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and short-term training programs, referred to it by the Board of Studies or Board of Inter-disciplinary Studies, if any constituted by Statutes;
- 4.5 To make recommendations to the Planning Board in respect of the requirements regarding the conduct of post-graduate or under-graduate instruction, teaching, research and training in University institutions or departments, constituent colleges and recognised institutions;
- 4.6 To ensure that guidelines and rules framed for the following matters by the Academic Council are implemented:-
  - 4.6.1 Long-term curriculum development;
  - 4.6.2 Faculty development;
  - 4.6.3 Teaching or learning material development;
  - 4.6.4 Research in educational matters with particular reference to colleges;

- 4.7 To plan and organise inter-departmental and inter-faculty programs in consultation with the Boards of Studies, other faculties or Planning Board;
- 4.8 To recommend to the Academic Council regarding organization of refresher and orientation courses for teachers of colleges and University departments especially for the revised or newly introduced or inter-disciplinary courses of study;
- 4.9 To elect the Deans of the faculties;
- 4.10 To prepare and submit the annual report of the functioning of the faculty to the Vice-Chancellor;
- 4.11 To consider any other academic matter which may be referred to it.

**5. MEETING OF THE FACULTIES:**

The Faculties shall meet ordinarily once in a year or at such other times as are fixed by the Vice-Chancellor or on the requisition of the Dean with the prior permission of the Vice-Chancellor. Dean shall preside over the meetings, or in the absence of Dean, Senior teacher among those present shall preside over the meeting.

**6. QUORUM:**

One third of the members of the faculty shall form a quorum of the meeting.

**7. NOTICE OF THE MEETING & AGENDA:**

Notice of a Meeting of Faculty shall be sent by post or by e-mail to each member by the Registrar under the directions of the Vice-Chancellor stating the date & venue of the meeting and also showing the business to be placed before the meeting. The period of notice shall ordinarily be fifteen days unless the Vice-Chancellor, for reasons of urgency, fixes a shorter period.

- 7.1 Members who wish to submit any item for discussion may do so in writing to the Registrar at least 7 days in advance.
- 7.2 The Dean shall send the proceedings of the meeting to the Registrar for further course of action.

**STATUTE NO. -15****THE DEAN OF STUDENTS' WELFARE: TERMS AND CONDITIONS OF SERVICE,****POWERS AND DUTIES**

(Refer Section 20 of the Act 2007)

**1. SHROT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh **The Dean of Students' Welfare: Terms and Conditions of Service, Powers and Duties.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
  - 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time;
  - 2.3 "Section" means Section of the Adhiniyam;
  - 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;
3. The Dean of Students' Welfare shall be nominated preferably from among the Professors of University for a term of three years by Chancellor on recommendation of Vice-Chancellor.

**Provided further that** before the expiry of his term of three years the Governing Body may, on a report from the Vice Chancellor, terminate the nomination of Dean of Student's Welfare if it is satisfied that further continuance of the Dean Students' Welfare will not serve any useful purpose or will be detrimental to the cause for which he has been appointed or in the interests of the University, after giving reasonable opportunity of being heard.

**4. Dean of Students' Welfare:**

- 4.1 Will possess at least Post Graduate degree in any subject and five years of experience of teaching post-graduate classes or twelve years experience of teaching degree classes, preferably having experience of guiding extracurricular activities and understanding of students' problems.
- 4.2 Will not be entitled to draw any extra emoluments, except his/her own salary of his/her basic post.

**5. POWER AND DUTIES:**

- 6.1 The Dean of Students' Welfare shall be the Head of the Information Center and the Placement Office in the University.
- 6.2 The Dean of Students' Welfare shall, if the Governing Body, Board of Management or the Academic Council so desires and invite, be present at any meeting of the authority concerned when matters relating to Students' Welfare come up for deliberations therein.
- 6.3 Subject to the control of the Vice Chancellor, the Dean of Students' Welfare shall
  - 6.3.1 Make arrangements to ensure suitable accommodation facilities for students;
  - 6.3.2 To provide guidance for employment of students in accordance with the plans approved by the Vice-Chancellor.
  - 6.3.3 Communicate with the guardians of the students regarding the welfare of students;
  - 6.3.4 Co-ordinate travel facilities for students;
  - 6.3.5 Guide and also assist the students in obtaining scholarship, studentships, etc.
  - 6.3.6 Perform such other duties as may be assigned to him and of concern to students from time to time by the Registrar with the approval of the Vice-Chancellor.

**STATUTE NO. -16****PURCHASE COMMITTEE**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh Purchase committee.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. PURCHASE COMMITTEE:****3.1 Constitution:**

There shall be a Purchase and Hire Committee for vetting, processing and finalizing all kinds of purchases, procurements and hiring arrangement for the University and its constituent institutions.

- 3.1.1 Chancellor or his nominee from amongst the members of Governing Body Ex-officio **Chairperson**
- 3.1.2 Chief Finance & Accounts Officer **Member**
- 3.1.3 Co-opted Members: **Members**
- 3.1.3.1 Head of Concerned Institution
- 3.1.3.2 One professor of concerned specialty.

3.1.4	One officer of the: University	Member
3.1.5	Registrar	Secretary

**3.2 Tenure:**

The term of the Purchase Committee is three years

**3.3 POLICY GUIDELINES FOR PURCHASE & HIRE:**

In discharging purchasing/hiring responsibilities, all authorities of the University, to whom purchasing authority has been delegated, must maintain a standard of conduct and the transparency. Authorities whose behavior violates such a conduct will be subject to disciplinary action, including discharge, if warranted by the seriousness of the violation

**The University subscribes to the following purchasing guidelines.**

- 3.3.1 The policies set by the University will be strictly adhered to.
- 3.3.2 Strive to ensure best bargain in each transaction;
- 3.3.3 Grant all competitive suppliers equal consideration in so far as Sponsoring Body and University policy permits;
- 3.3.4 Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation;
- 3.3.5 Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement or a sample of the product;
- 3.3.6 Give preference to property items and designs for competitive purchasing purposes;
- 3.3.7 Make all reasonable effort to negotiate for equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to subject any major controversy to arbitration or third party review, in so far as the prescribed systems/policy allows,
- 3.3.8 Foster fair, ethical and legal trade practices,
- 3.3.9 Cooperate with trade, industrial and professional association, and with governmental and private agencies for the purposes of promoting and developing sound business methods.

**3.4 PROCEDURE:**

Procedures for Purchase/hire will be in accordance with the rules framed for this purpose.

**3.5 MEETING & QUORUM:**

The Purchase committee shall meet at least once in every three months.

- 3.5.1 Five members shall form a quorum
- 3.5.2 Secretary in consultation with chairperson will fix the date for meeting
- 3.5.3 May appoint sub-committee(s) to carry out its directions.



**STATUTE NO. -17****SELECTION COMMITTEE**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Selection Committee.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. HR SELECTION COMMITTEE:**

- 3.1 There shall be an HR Selection Committee for selection of personnel for appointment of various posts/cadres of University.
- 3.2 There shall be separate Committees for selection of the following categories:
  - 3.2.1 Posts of Deans/Principals/Directors of an Institution.
  - 3.2.2 Posts of Professors, Associate Professors, Readers.
  - 3.2.3 Posts of Registrar/ Controller of examination/ Finance and Accounts officer.
  - 3.2.4 Posts of Assistant Professor, Lecturers/Residents/Tutors/Demonstrator.
  - 3.2.5 Non-teaching (technical & non-technical), administrative/accounts and other posts.

**3.3 The Committee for each of the above categories shall be as follows:**

**3.3.1 For selection of Dean/Principal/Director of the Institution: Composition of Committee:**

- |         |   |                   |
|---------|---|-------------------|
| 3.3.1.1 | Chancellor or his/her nominee from amongst the Governing Body members.  | -Chairperson      |
| 3.3.1.2 | Vice-Chancellor   | -Vice-Chairperson |
| 3.3.1.3 | Nominee of Sponsoring Body  | -Member           |
| 3.3.1.4 | Two subject experts shall be nominated by the Vice-Chancellor from a Panel of five experts approved by Chancellor | -Members          |
| 3.3.1.5 | Registrar   | - Secretary       |

The quorum for selection committee meeting shall be minimum of four member out of which one subject expert is required.

**3.3.2 For selection of Professors, Associate Professors, Readers and Assistant Professors:**

**Composition of Committee:**

- |         |   |              |
|---------|---|--------------|
| 3.3.2.1 | Vice Chancellor   | -Chairperson |
| 3.3.2.2 | Dean/Principal/Director of the concerned institute:   | -Member      |
| 3.3.2.3 | Head of the Concerned Department  | -Member      |
| 3.3.2.4 | Two Subject Experts, not below the rank of professor of the university not connected with the University, to be nominated by the Vice-Chancellor from a panel of 5 (five) approved by Chancellor: | -Members     |
| 3.3.2.5 | Registrar   | -Secretary   |

The quorum for selection committee meeting shall be minimum of three member out of which one subject expert is required.

**3.3.3 For selection of Registrar, Controller of Examination, Chief Finance & Accounts officer:**

**Composition of Committee:**

- 3.3.3.1 Vice-Chancellor - Chairperson
- 3.3.3.2 One person nominated by Chancellor. -Member
- 3.3.3.3 Two Experts having Special knowledge in the field related to the post to be filled, nominated by Vice-Chancellor.
- Members

The quorum for selection committee meeting shall be minimum of three member out of which one subject expert is required.

**3.3.4 For Selection of Lecturers/ Residents/Tutors/Demonstrators:**

**Composition of Committee:**

- 3.3.4.1 Vice-Chancellor -Chairperson
- 3.3.4.2 Dean/Principal or Director or his/her nominee of concerned institute -Member
- 3.3.4.3 Head of the Concerned Department -Member
- 3.3.4.4 One Subject Expert, to be nominated by the Vice-Chancellor from a panel of 5 (five) approved by Chancellor
- Member
- 3.3.4.5 Registrar -Secretary

The quorum for selection committee meeting shall be minimum of three member.

**3.3.5 For Selection of Non-Teaching (Technical & Non-Technical), Ministerial and Other Posts above the level of Office Superintendent:**

**Composition of Committee:**

- 3.3.5.1 Vice-Chancellor or Nominee of the Vice-Chancellor -
- Chairperson**
- 3.3.5.2 Dean/Principal/Director or his/her nominee
- Member
- 3.3.5.3 The Registrar -Member
- 3.3.5.4 Deputy Registrar - Secretary

The quorum for selection committee meeting shall be minimum of three member.

**3.3.6 For Selection of Non-Teaching (Technical & Non-Technical) and Other Posts (below the level of Office Superintendent) :**

**Composition of Committee:**

- |         |   |            |
|---------|---|------------|
| 3.3.6.1 | Vice-Chancellor or Nominee of the Vice-Chancellor | -          |
|         | Chairperson                                       |            |
| 3.3.6.2 | Dean/Principal/Director or his/her nominee        | -Member    |
| 3.3.6.3 | The Registrar                                     | -Member    |
| 3.3.6.4 | Deputy Registrar                                  | -Secretary |

The quorum for selection committee meeting shall be minimum of three member.

**3.3.7 For Selection of Deputy/Assistant-Registrar, Librarian, Deputy/Assistant Librarian etc.**

**Composition of Committee:**

- |         |  |               |
|---------|--|---------------|
| 3.3.7.1 | Registrar  | - Chairperson |
| 3.3.7.2 | One Professor nominated by the Vice-Chancellor amongst the Professor of the University | - Member      |
| 3.3.7.3 | Two Expert Members from outside the University Nominated by the Vice-Chancellor        | -Member       |

The quorum for selection committee meeting shall be minimum of three member.

- All appointments of Dean/Principal/ Director, Registrar, Controller of Examinations, Chief Finance and Accounts officer, Professors, Associate Professors, Readers and Assistant Professors will be made once these are approved by the Governing Body based on the recommendation by the Selection Committee through Vice-Chancellor.

- On approval of Selection of personnel the Registrar shall issue the appointment order.
- Selection Committees may be constituted as and when required.

- Vacancies for the posts of cadres above the Reader shall be notified in atleast two newspapers of wide circulation along with University website.
- Vacancies for other cadres shall be notified through website and institutional notice boards and/or newspapers.
- Selection may be based on written test (if considered necessary), Prorata marks, Personal interview/online interview and/ or any other method.

3.3.8 Faculty Member or non-teaching staff already in the constituent institution may be absorbed in the University on the approval of Governing Body based on the recommendation of the Screening Committee which will be as follows:

3.3.8.1 Vice Chancellor or his/her nominee -Chairperson

3.3.8.2 Dean/Principal/Director of the concerned institute

-Member

3.3.8.3 Two Experts to be nominated by the Vice-Chancellor

-Members

3.3.8.4 An Observer of Regulatory Commission -Member

3.3.8.5 Registrar -Secretary

3.3.9 The University may offer post of faculty members/Non-Teaching staff directly subject to the approval of Governing Body.

The Faculty member will be appointed as per the qualifications prescribed by Regulatory Councils and as per norms of UGC and shall be entitled for pay scales and other benefits as applicable.

#### 3.4 Action against Teaching and Non-Teaching Staff:

3.4.1 Teaching Staff: If there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding committee and if necessary based on the recommendation of fact finding committee, may institute an inquiry committee for the purpose.

3.4.1.1 Based on the inquiry committee's report, The Vice Chancellor may decide the course of action including suspension,

depending on the gravity of misconduct; however, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to the Governing Body whose decision will be final.

3.4.1.2 Any person aggrieved by the action mentioned in clause (3.4.1.1) may prefer an appeal against any such action that can be made to the Chancellor within 30 days from the date of receiving of the order with his comments to review the case.

**3.4.2 Non-Teaching Staff:**

3.4.2.1 Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.

3.4.2.2 Based on the inquiry committee report, the Registrar may decide course of following due process of law action including suspension depending on the severity of the misconduct with the approval of Vice-Chancellor.

3.4.2.3 An appeal against any action can be made to the Chancellor within 30 days from the date of issuing such order.

**STATUTE No. – 18****FINANCE COMMITTEE**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh Finance Committee.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

In this Statute, unless the context otherwise requires;

- 2.1 "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time.
- 2.2 "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time.
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

**3. FINANCE COMMITTEE:-****3.1 Composition of the Finance Committee:**

- |   |                    |
|---|--------------------|
| 3.1.1 Vice Chancellor   | <b>Chairperson</b> |
| 3.1.2 One person nominated by Chancellor preferably Chartered Accountant.   | <b>Member</b>      |
| 3.1.3 One person nominated by the Sponsoring Body.  | <b>Member</b>      |
| 3.1.4 Two nominees of the Board of Management, one of whom shall be a Member of the Board.                              | <b>Member/s</b>    |
| 3.1.5 A Representative nominated from a panel of names selected through a process approved by the Regulatory Commission | <b>Member</b>      |
| 3.1.6 Registrar   | <b>Member</b>      |

**3.1.7 Chief Finance & Accounts Officer****Secretary****3.2 Terms of Members of the Finance Committee:**

All members of the Finance Committee other than ex-officio members shall hold office for a term of three years from the date of first appointment.

**3.3 Powers and Functions of the Finance Committee:**

- 3.3.1 To consider the annual accounts and financial estimates of the University and submit them to the Board of the Management for approval;
- 3.3.2 To consider and recommend the annual budget and revised estimates to the Board of Management;
- 3.3.3 To fix the limits of the total recurring expenditure and the total nonrecurring expenditure of the year based on the income and resources of the University.

Note: No expenditure other than that provided in the budget shall be incurred by the University without the approval of the Finance Committee.

**3.4 Meetings of the Finance Committee:**

The Finance Committee shall meet at least twice a year to examine the accounts and scrutinize proposals for expenditure. Four members shall constitute the quorum for the meeting.

**3.5 Procedure for conduct of business at the meeting of Finance Committee:**

- 3.5.1 The Finance Officer shall be the Ex-Officio Secretary of the committee. He shall Ex-officio issue notices of the meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Secretary.
- 3.5.2 The Finance Officer shall issue notice of the meeting at least ten days prior to the date of meeting to all the members of the committee informing them the day, date, time and venue of the meeting.
- 3.5.3 The Finance Officer shall send the agenda of the meeting at least five days prior to the date of the meeting to all the members of the committee.
- 3.5.4 Any business, other than that specified in the agenda, can be brought up by any member only with the permission of the Chair.



- 3.5.5 The Chairman shall preside over every meeting of the committee. In his absence, the members present in the meeting shall select one member as a Chairman amongst them, who shall preside over the meeting.
- 3.5.6 All members shall have only one vote. All matters in the meeting shall be decided by a simple majority vote. In the case of equality of votes, the Chairman of the meeting shall have a casting vote.
- 3.5.7 Four members of the committee shall be a quorum for the meeting. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same place. Neither a quorum, nor a notice shall be necessary in the case of such an adjourned meeting.
- 3.5.8 A meeting may be adjourned, if the business remains unfinished / incomplete. Such an adjourned meeting may take place at a future date. Notice of such an adjourned meeting shall be given to all members including those who were absent in the original meeting.
- 3.5.9 If the Chairman is of the opinion that the decision/s taken or a resolution passed by the committee at the meeting is / are inconsistent with any rule or bye-law in force or that such decision/s or resolution/s is/are not in the interest of the university, shall refer it back to the committee for reconsideration in its next meeting with the reasons to be recorded in writing. If differences persist, he shall, within a week time, modify the resolution/s as he deems fit and inform the committee about the same, stating the reasons thereof. The Vice-Chancellor's decision shall be final.
- 3.5.10 Any member, not attending three consecutive meetings, without proper leave of absence, shall cease to be a member.
- 3.5.11 The minutes of the proceedings of every meeting, along with action-taken reports on the decisions made at that meeting, shall be prepared by the Secretary and a copy of the same shall be placed before the next meeting of the committee for confirmation and signature by the Chairman.
- 3.6 Preparation and Submission of Financial Estimates (Budget):**
- 3.6.1 The Finance Officer shall prepare financial estimates (budget) for the ensuing financial year and get them approved by the Finance Committee

in the month of March every year for submission to the Board of Management.

3.6.2 The budget shall be prepared in the following three distinct parts:

3.6.2.1 Maintenance (Recurring);

3.6.2.2 Development (Non-Recurring);

3.6.2.3 Independent projects or schemes;

The University and its Constituent units shall prepare their Budget under the above mentioned three distinct parts. The budget estimates will then be consolidated so as to show consolidated surplus /deficit for University and its Constituent Units.

3.6.3 The Annual Budget shall include the following information:

3.6.3.1 Actual figures of the previous year.

3.6.3.2 Budgeted figures of the current year.

3.6.3.3 Budgeted figures for ensuing year.

3.6.4 The Annual Budget shall be reviewed after six months and following information shall be included.

3.6.4.1 Actual figures of the previous year.

3.6.4.2 Budgeted figures of the current year.

3.6.4.3 Revised budgeted figures of the current year.

3.6.5 The budget estimates, as approved by the Finance Committee shall be placed before the Board of Management for its approval.

3.6.6 After approval from the Board of Management the annual budget and revised budget shall be communicated to the Constituent Units.

### 3.7 Appointment of Auditors:

3.7.1 The Board of Management shall appoint auditors from the panel of auditors for the ensuing financial year and decide the fees based on the recommendations of the Finance Committee.

3.7.2 The auditors shall be qualified professionals, being member of the Institute of Chartered Accounts of India, to be appointed by the University.

3.7.3 The term of appointment of the auditors shall be for not more than one year at a time. The same firm may be eligible for reappointment.

3.7.4 The Board of Management shall fix the remuneration of auditors for conduct of audit of the University.

3.7.5 The auditors appointed by the Board of Management may conduct the audit of the annual accounts of the University, prepared by the Finance Officer, within six months of the close of the respective financial year and may submit an audit report thereon to the Board of Management for its final approval.

**3.8 Funds, Accounts, Audits and Annual Report:**

3.8.1 The books of accounts of the University and its constituent units shall be maintained, managed and operated in the name of the University and its constituent units, as the case may be and not in the name of the sponsoring body or any other body.

3.8.2 The Accounts of the University and its constituent units shall be kept in such a form as may be laid down by the Board of Management.

3.8.3 The University shall prepare consolidated financial statement for the purpose of reporting to various stakeholders.

3.8.4 The books of accounts and annual financial statements (stand alone and consolidated) of University and its constituent units shall be audited annually by the auditors appointed by the Board of Management.

3.8.5 Annual reports and the Audit Reports shall be submitted by the University to the UGC within nine months of the closure of the accounting year.

**STATUTE No. -19****BUILDING AND PREMISES COMMITTEE, COMPOSITION , POWER AND FUNCTION**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Aurobindo University, Indore, Madhya Pradesh Building and Premises Committee, Composition, Power and Function.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

In this Statute, unless the context otherwise requires;

- 2.1 "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time.
- 2.2 "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam. 2007 as amended from time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

**3. BUILDING AND PREMISES COMMITTEE:****3.1 Composition:**

There shall be a Building and Premises Committee comprising of the following:

- 3.1.1 Chancellor or his nominee - Ex-Officio Chairperson.
- 3.1.2 Vice Chancellor – 'Co- Chairperson'
- 3.1.3 One Architect/Planner nominated by Chancellor
- 3.1.4 One Representative of the Governing Body
- 3.1.5 Head or representative of concerned Institution
- 3.1.6 Chief Finance & Accounts Officer
- 3.1.7 University Engineer
- 3.1.8 Estate & Premise Officer

3.1.9 Registrar-

Secretary

**3.2 TENURE:**

Members, other than ex-officio members, shall hold office for a period of three years.

**3.3 POWERS AND DUTIES:**

The Building and Premises Committee shall;

3.3.1 Advise the Board of Management on all matters relating to the construction of buildings, repairs, alterations, additions or maintenances to existing buildings, which, it may consider necessary or urgent;

3.3.2 Select and recommend land for purchase by the Planning Board;

3.3.3 Accord technical sanctions to the detailed plans and estimates;

3.3.4 Select, scrutinize and recommend acceptance of tenders or offers, or

3.3.5 Recommend expenditure incidental to the execution of each work subject to the allotment made for it by the Board of Management.

3.3.6 Make recommendations to the Board of Management about the order / priorities in which work should be carried out;

3.3.7 Recommend to the Board of Management the creation, temporary or permanent, post of medical sciences staff.

3.3.8 May appoint Sub-Committees for carrying out its directions.

**3.4 MEETINGS AND QUORUM:**

3.4.1 Meetings of the Committee shall held minimum once in two months or be called as and when necessary by the Registrar as directed by the Vice Chancellor or otherwise also

3.4.2 Four members of the Committee shall form a quorum.

**STATUTE No. -20****LIBRARY COMMITTEE, COMPOSITION, POWER AND FUNCTION****(Refer Section 25 of the Act 2007)****1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Aurobindo University, Indore, Madhya Pradesh Library Committee, Composition, Power and Function.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

In this Statute, unless the context otherwise requires;

- 2.1 "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time.
- 2.2 "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time.
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

**3. LIBRARY COMMITTEE:****3.1 Composition:**

There shall be a Library Committee for the management of the University Library and also other Libraries of the constituent institutions. It shall comprise:

- 3.1.1 The Vice-Chancellor, as the Ex-Officio Chairperson;
- 3.1.2 All Deans of Faculties; Ex-Officio
- 3.1.3 Chief Librarian/Librarian of one of the constituent institutions to be nominated by Vice-Chancellor.
- 3.1.4 The Registrar,
- 3.1.5 Chief Finance & Accounts Officer.
- 3.1.6 Chief Librarian of University Library as Secretary

**Note:** Vice-Chancellor may invite two co-opted members from the concerned constituent institution as also subject experts from outside.

**3.2 TENURE:**

Members of the Library Committee, and the ex-officio members, shall hold office for a period of three years except for the librarians of Institutions whose tenure will be of one year.

**3.3 POWERS AND FUNCTIONS:** The Library Committee shall be responsible for: The general administration and supervision of the library subject to the overall control of the Board of Management and-

- 3.3.1 Management and regulation of the financial aspects of the University Library and other Libraries.
- 3.3.2 Administration of Endowments for the University and other Libraries and proper utilization of budget grants for purchase of books and periodicals including e-books and e-magazines and for general purposes of the Library.
- 3.3.3 Preparing the annual budget for the consideration of the Board of Management.
- 3.3.4 Allocation of funds for books/ reference books/periodicals and e-magazines, e-journals etc. for different subjects/ departments/ institutions.
- 3.3.5 Prescribing the procedure/basis for the selection of books and journals to be purchased.
- 3.3.6 Preparing the Annual Report for the consideration of Board of Management.
- 3.3.7 Prescribing rules/regulations for the use of Library books by teachers, research scholars and students of the University and constituent institutions.
- 3.3.8 Ensure maintaining of proper records of all the books, magazines, e-journals. Categorize them into special, reference and others, and issuance thereof each member-wise and exercise effective supervision and control prescribing rules for the use of Library books Maintain proforma/ records of caution money/security deposits, recommend special deposits

considering value and replacement availability of special category and invariably ensure that NOCs are issued after due diligence by the staff of Library.

- 3.3.9 Guide, explore, coordinate and enter into arrangements for utilizations/access to other universities, Institutions for utilizations of their e-libraries including at foreign centers.

**3.4 MEETING & QUORUM:**

- 3.4.1 The Library Committee shall meet once in a quarter.
- 3.4.2 Meeting of the Library Committee shall be called by the Registrar, in consultation with the Vice-Chancellor.
- 3.4.3 The Registrar shall give at least 10 days clear notice for the meeting. However an urgent meeting of the Committee may be convened on three days clear notice.
- 3.4.4 The agenda of every meeting shall be sent with the notice to the members. Proposals/suggestions from any member received by the Registrar before the issue of the notice shall be included in the agenda.
- 3.4.5 Five members will form quorum for the meeting.



**STATUTE No. -21****SPORTS COMMITTEE, COMPOSITION, POWER AND FUNCTION**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Aurobindo University, Indore, Madhya Pradesh Sports Committee, Composition, Power and Function.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

In this Statute, unless the context otherwise requires;

- 2.1 "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time.
- 2.2 "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time.
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

**3. SPORTS COMMITTEE:****3.1 Composition:**

For the purpose of promoting Sports and Physical Welfare including indoor games and athletics of the students there shall be a Sports Committee, which shall comprise of:

- 3.1.1 The Vice-Chancellor—Ex-Officio-Chairperson.
- 3.1.2 The Registrar – Member
- 3.1.3 Two Principals/Deans/Directors of constituent institutions in rotation, to be nominated by the Vice-Chancellor.
- 3.1.4 Three teachers of the constituent institutions, one of whom shall be at least a lady teacher, to be nominated by the Vice-Chancellor- Members

- 3.1.5 Two persons of whom at least one shall be from non-teaching staff appointed by the Governing Body Members.
- 3.1.6 Two persons possessing expert knowledge or experience of a branch or branches of Sports to be co-opted by the Sports Committee – Members
- 3.1.7 Two Physical Training Instructors of constituent institutions, nominated by the Vice-Chancellor-Members
- 3.1.8 Two Captains of University teams in the preceding year nominated by the Vice-Chancellor – Members
- 3.1.9 Two Sports Secretaries of the constituent institutions by rotation — to be nominated by Vice-Chancellor. .
- 3.1.10 Recognized sports men/women of outstanding reputation in sports and related fields.
- 3.1.11 The Director/ Officer In-charge of Physical Education – Ex Officio-Secretary.

### **3.2 TENURE:**

Members of the Sports Committee shall hold office for two years.

### **3.3 POWERS AND FUNCTIONS OF THE SPORTS COMMITTEE:-**

- 3.3.1 Subject to overall control of Board of Management the Sports Committee shall initiate, organize, control, manage and supervise either by itself or through various sub-committees the Inter-Collegiate Sports and Tournaments and to Foster, undertake Inter-University Competitions.
- 3.3.2 The Sports Committee shall, subject to the approval of the Board of Management, frame and adopt all rules and ensure that these are followed by all the constituent institutions.
- 3.3.3 It shall decide whether the University shall participate in the Inter-University competitions and prepare the estimate for the expenses involved in such participation, subject to the overall budgetary limits laid down by the Board of Management.
- 3.3.4 In urgent cases Vice-Chancellor shall be authorized to approve participation and other matters pertaining to sports & physical education by either in consultation with Committee or otherwise.

**3.3.5 The Committee shall perform following functions and have the powers: -**

- 3.3.5.1 To appoint Organizing Committees, to conduct and arrange Inter-University competitions/ events whenever required,**
- 3.3.5.2 To conduct Inter-Collegiate Sports Tournaments/ Athletic Meets.**
- 3.3.5.3 To appoint Selection Committees to select University teams for Inter-University Tournaments/Inter-collegiate competitions and others.**
- 3.3.5.4 To prepare budget for approval of the Governing Body.**
- 3.3.5.5 To appoint Managers, Coaches and Captains for the teams participating in Inter-University Tournaments,**
- 3.3.5.6 To propose disciplinary action against the players and college teams for violation of the sports rules, regulations and for misconduct either on the playground or outside/Inter-Collegiate competitions or bring disrepute to the University.**
- 3.3.5.7 To prepare Annual Report of the Sports activities,**
- 3.3.5.8 To frame, modify or amend rules for the efficient control and carrying out the activities of sports and have them approved by Board of Management.**
- 3.3.5.9 To award Crest and Certificates or both to the players and competitors participating in Inter-University or Inter-Collegiate Tournaments,**
- 3.3.5.10 To organize, physical training programs in the constituent institutions and schools of studies or teaching departments of the University,**
- 3.3.5.11 To advise the Governing Body / Board of Management on all the matters connected with sports and games in the institutions, schools of studies and teaching departments and development of internal infrastructural facilities, equipments, adequate grounds, stadium and material for sports and practices and learning.**
- 3.3.5.12 To initiate such steps as may be necessary in due discharge of their responsibilities and enhancement of the University image and to**

perform such functions as may be assigned by the Governing Body/  
Board of Management.

**3.3.6 MEETING & QUORUM:**

- 3.3.6.1 The Sports Committee shall meet ordinarily once in two months. The date for the meeting shall be fixed by the Secretary with the approval of the Vice-Chancellor.
- 3.3.6.2 In the absence of the Vice-Chancellor members present shall elect Chairperson who shall preside over the meeting.
- 3.3.6.3 Nine Members will form quorum for the meeting.

**3.4 PROCEDURE FOR STARTING NEW ACADEMIC PROGRAM/DEPARTMENT:**

- 3.4.1 The University with the prior approval of its Board of Management and Governing Body, also where applicable, the relevant Statutory bodies, such Institutions shall inform the Commission about starting of a new course/ program/ department/ school/ center in its existing main campus, within one month of the grant of approval by the Board of Management of the University and concerned statutory bodies.
  - 3.4.1.1 The head of a constituent college/institute of the University, desirous of launching a new academic program, shall submit to the Registrar of the University proposal in respect of the new proposed program on or before the date prescribed by the respective council.
  - 3.4.1.2 The proposal for launching a new academic program shall be submitted to University or Respective Council. Registrar shall place the proposal, before the Academic Council for their consideration.
  - 3.4.1.3 On the recommendation of the Academic Council, the Registrar shall place the proposal, along with modifications or additions suggested by Academic Council, if any, before the Board of Management for their consideration and approval.
  - 3.4.1.4 In the event of the proposal being approved by the Board of Management, the Registrar shall submit to the respective council or UGC, if necessary, a proposal for launching the said program.
  - 3.4.1.5 The Registrar shall convey the decision of the Board of Management/ respective council/UGC to the constituent college/ institute, which had initiated the proposal.

**STATUTE NO. -22****ADMISSION POLICY INCLUDING RESERVATION OF SEATS AND PROVISION REGARDING FEE**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh Admission Policy including Reservation of Seats and Provision regarding Fee.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time;
- 2.3 "Section" means Section of the Adhiniyam; Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. ADMISSIONS:**

- 3.1 Admission in the University shall be made strictly on the basis of the merit;
- 3.2 Merit for admission in the University may be determined.
  - 3.2.1 Either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities.
  - Or
  - 3.2.2 "The Admission in Medical, Dental & other courses related to Health Sciences shall be made according to the direction issued by Medical Education Department Govt. Of M.P., NMC/DCI/ Nursing council/RCI & other regulatory bodies from time to time.

3.2.3 On the basis of the Group discussion/counseling /Interview.

**Provided that** admission in professional and technical courses shall be made only on the basis of entrance test. The University may conduct its own entrance test or utilize the list of result of such examination/test conducted by different State/ National/ Professional bodies.

**4. ADMISSION COMMITTEE:**

The admission in the constituent institution/school of studies /department will be made by respective Heads of Institutions duly assisted by the Admission Committee strictly in accordance to the norms of the applicable Statutory Bodies and Authorities.

**5. RESERVATION OF SEATS:**

Seats for admission in the university for the students, belonging to scheduled castes, scheduled tribes; other backward classes, women, handicapped students, children of defence personnel and other specified categories shall be reserved primarily as per the policy of State Government and as applicable.

**6. PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS:**

6.1 All the courses in the University will be run on self-finance mode. The following types of fees may be charged from the students;

6.1.1 Prospectus/Registration form

6.1.2 Entrance Examination Fee (If Applicable)

6.1.3 Admission fees (Where applicable)

6.1.4 Tuition fees for the course

6.1.5 Identity Card Fee

6.1.6 Examination fee

6.1.7 Library Card Fee

6.1.8 Library fee

- 6.1.9 Development/amalgamated fund
- 6.1.10 Laboratory fees
- 6.1.11 Sports and Game Fee
- 6.1.12 Activities Fee
- 6.1.13 Cultural/Annual Function Fee
- 6.1.14 Caution money
- 6.1.15 Hostel and Mess Charge (if applicable)
- 6.1.16 Transportation Fee (if applicable)
- 6.1.17 Security Fee
- 6.1.18 Industry Visit/Excursion Fee
- 6.1.19 Training /Augmentation/Placement Fee
- 6.1.20 Subsidies Fee
- 6.1.21 Eligibility Fee
- 6.1.22 Enrollment Fee
- 6.1.23 Migration Fee
- 6.1.24 Transfer Certificate Fee
- 6.1.25 Provisional Certificate Fee
- 6.1.26 Fine
- 6.1.27 Revaluation
- 6.1.28 Retotaling
- 6.1.29 Competition, Quizzes and Group Discussions
- 6.1.30 Seminar/Workshop/Conferences/Exhibition/Fare
- 6.1.31 Convocation Fee
- 6.1.32 Alumni Membership Fee
- 6.1.33 Internet Fee

The University can introduce other heads of fees from time to time.

- 6.2 In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such other examinations or results related fee may be charged from the students, as prescribed by the ordinance.
- 6.3 The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
- 6.4 The fees for the courses shall need the approval of the regulatory bodies like MPPURC, NMC, DCI, NCI and others.
- 6.5 The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerning session.
- 6.6 The tuition fees for the various courses will be defined in their respective ordinances with the approval of Regulatory Body.

**STATUTE NO. -23****STUDENT COUNCIL**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Student Council.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time;
- 2.3 "Section" means Section of the Adhiniyam.

There shall be Student Council to look after the welfare of the students, to co-ordinate the extracurricular activities, to promote participation of students in the policy process of academic and extra-curricular activities and to train students for democratic process for better corporate life. These councils shall not engage in political activities.

**3. COMPOSITION OF STUDENTS' COUNCIL OF EACH CONSTITUENT COLLEGE:**

The Students' Council for each constituent college shall consist of the following:

- |     |  |              |
|-----|--|--------------|
| 3.1 | Dean / Director/ Principal   | -Chairperson |
| 3.2 | One teacher, nominated by the Dean/Director/ Principal   | -Member      |
| 3.3 | One teacher looking after extra-curricular activities, nominated by the Dean/ Director/Principal ; | -Member      |
| 3.4 | Dean of students' Welfare  | -Secretary   |



3.5 One student nominated by the Dean/ Director/Principal from each class, and one representative of interns, who have shown academic merit and have stood first in the examination of the preceding year and who are engaged in full-time studies/ training in the college; -Member

3.6 One student each nominated by the Dean/ Director/Principal, from those who have shown outstanding performance in each of the following activities:

3.6.1 Sports;

3.6.2 National Service Scheme;

3.6.3 Cultural Activities;

3.7 Two Female students (nominated by the Dean/ Director/Principal), who have shown outstanding performance in Sports, National Service Scheme and Cultural Activities.

The student members of this Council shall be nominated by the Dean, on a date notified by the University, from amongst them as the Secretary of their Council, who shall be a student of second professional year or a higher class or an intern.

#### 4. COMPOSITION OF THE UNIVERSITY STUDENTS' COUNCIL:

The University Students' Council shall consist of:

4.1	Vice Chancellor, or his nominee (in his absence)	Chairperson
4.2	Heads of Concerning Department/Institution	Member
4.3	Registrar	Member
4.4	Secretary of the College Students' Council of each- Constituent College	Member
4.5	Dean, Students' Welfare	Member Secretary

#### 5. STUDENT OFFICE BEARERS OF UNIVERSITY STUDENTS' COUNCIL:

The Vice Chancellor shall nominate from amongst the students members of the student's Council of the constituent College/ Institutes:

- (i) President
- (ii) Vice President
- (iii) General Secretary

#### 6. GENERAL PROVISIONS:

6.1 The meetings of the College Students' Councils and the University Students' Council shall be held as decided by the Chairman. There shall be at least two meetings of the respective Councils in an academic year

6.2 A student shall be eligible to be, or continue to be, a member of any of the Students' Council, only if he / she is enrolled as a full time student trainee.

#### 7. PROHIBITION OF RAGGING:

Ragging in any form is strictly prohibited in the campus and outside. The UGC Regulations on "Curbing the Menace of Ragging in Higher Education Institutions- 2009" (as amended) and the MCI (Prevention and prohibiting Ragging in Medical Institutions) regulations 2009 and DCI Regulations on curbing the Menace of Ragging in Dental Colleges 2009 and other regulatory authorities' regulations shall be applicable to all students of the University.

**STATUTE NO. -24****HONORARY DEGREE**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Honorary Degree
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

3. The proposal for conferment of Honorary Degree may be made by the Academic Council. It shall be placed before a committee consisting of the Vice-Chancellor, a nominee of the Chancellor and the Dean of the Faculty concerned. On the Committee's recommendation that an honorary degree be conferred on any dignitary or specialist on the ground that he/she, in its opinion is a deserving and proper person to be honored with such degree. Its recommendation shall be placed before the Academic Council. On approval by the Academic Council it shall be placed before the Board of Management. On recommendation by the Board of Management, the same shall be submitted to the Governing Body for final approval.

**STATUTE NO. -25****CONVOCATION**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Convocation.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
  - 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time;
  - 2.3 "Section" means Section of the Adhiniyam;
  - 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;
3. The Degrees of the University including Honorary Degrees shall be conferred and such Graduate, Postgraduate Degrees, Diplomas, Certificates, medals and Doctoral Degree, in different disciplines as may be specified in this behalf by the Governing Body, shall be awarded at the convocation of the University.
  4. Convocation of the University shall be held for the purposes referred to in the forgoing Statutes on such date and at such time and place as may be fixed by the Governing Body; provided that the convocation shall be held every year.
    - 4.1 The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
    - 4.2 The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

**STATUTE NO. -26****ANNUAL REPORT**

(Refer Section 37 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Annual Report.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended from time to time;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. ANNUAL REPORT:**

- 3.1 The Annual report of the University shall be finalized by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of the objectives.
- 3.2 The Annual Report of the University shall cover the period from the 1st of July to 30th June of the following year and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.
- 3.3 The annual report shall envisage the future expansion of University keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also invest in building a highly technical and capable resource pool of skilled and professional talent.
4. Copies of the Annual Report of the University shall be circulated amongst the members of the Board of Management on or before the 31st of December, immediately following the expiry of the period to which it relates to or at least fifteen days before the date on which the annual meeting of the Board of Management, after the expiry of the said period is held, whichever is earlier.
5. The Board of Management shall, thereafter send a copy of the Annual Report to the Member Secretary and the Governing Body shall ensure that the same is placed before the meeting of Governing Body for approval.
6. The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.
7. A copy of Annual Report will also be presented to Visitor and Regulatory Commission.

**STATUTE NO. -27****ACADEMIC PLANNING AND EVALUATION MONITORING BOARD**

(Refer Section 21.1(d) of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh Academic Planning and Evaluation Monitoring Board.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended time to time;
  - 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 as amended time to time;
  - 2.3 "Section" means Section of the Adhiniyam;
  - 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;
3. The Academic Planning & Evaluation Monitoring Board shall be the principal Planning Body of the University and shall be responsible for the monitoring of the development Programs of the University.
- The Vice-Chancellor shall be the Chairman of The Academic Planning & Evaluation Monitoring Board. The Registrar shall be it's Secretary. It may include seven internal members and three outside eminent experts.
- The Academic Planning & Evaluation Monitoring Board would have the right to advise the Board of Management and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the University.
- The recommendations of the Academic Planning & Evaluation Monitoring Board shall be placed before the Board of Management for consideration and approval.

Proposals relating to the academic matters may be processed through the Academic Council.

**3.1 Composition of the Academic Planning & Evaluation Monitoring Board:**

3.1.1 Vice Chancellor	Chairperson
3.1.2 One representative nominated by Chancellor	Member
3.1.3 All Deans of the faculty	Member
3.1.4 Three Principal/Dean/Head of Institute nominated by the Vice-Chancellor –	Member
3.1.5 Three outside eminent experts from Industry/Corporate Sector/R&D institutions/Health/Rehabilitation/Commerce/Agriculture nominated by Chancellor	Member
3.1.6 Registrar	Secretary

The term of The Academic Planning & Evaluation Monitoring Board shall be of 3 years.

**3.2 Powers and duties of the Planning and Monitoring Board shall be:**

- 3.2.1 To establish collaboration with national and international institutions.
- 3.2.2 To suggest measures to create links and develop specific schemes of interaction amongst Universities and between the University / constituent colleges on the one hand and organizations or institutions working in the fields of industry, agriculture, banking, commerce, science and community service on the other.
- 3.2.3 To prepare both short-term and long-term development plans for the University and constituent colleges, keeping in view the objectives of the University as laid down in the Memorandum of Association of the University and the Rules of the University and in accordance with the state and national educational policies;
- 3.2.4 To recommend to the Board of Management development and collaborative Programs for departments, constituent colleges/Institutes and the University;
- 3.2.5 To monitor and report the progress of all such approved development and collaborative Programs to the Board of Management once a year;

- 3.2.6 To evaluate and assess the use of development project grants by the University, departments, post-graduate centers and constituent colleges/Institutes and forward the evaluation report to the Academic Council;
- 3.2.7 To assess the future requirements of trained manpower in different disciplines and accordingly make necessary recommendations to the Academic Council regarding introduction and strengthening of relevant courses of study;
- 3.2.8 To organize Academic Audit of development and collaborative Programs of constituent colleges/Institutes, or departments, post-graduate centers of the University, at least once in three years and make recommendations to the Academic Council for implementation;
- 3.2.9 To scrutinize the applications received for establishment of new constituent units of the University and process the same for forwarding to the Academic Council and the Board of Management.
- 3.3 Procedure for conduct of business at the meetings of the Academic Planning & Evaluation Monitoring Board:
  - 3.3.1 The Planning and Monitoring Board shall meet once in a year. The meetings shall be convened under the orders of the Vice-Chancellor.
  - 3.3.2 The Registrar, on the advice of the Chairman of the Board, shall issue a notice of the meeting, at least seven working days prior to the date of the meeting, to all the members of the Board, informing them the day, date, time and venue of the meeting. In the case of an emergency meeting, such previous notice shall be given as the circumstances may permit.
  - 3.3.3 No business other than that specified in the agenda shall normally be considered at a meeting. Any business, not appearing in the agenda, may however be brought up by any member with the permission of the Chair.
  - 3.3.4 The Chairman shall preside over every meeting of the Board. In his absence, member nominated by Vice Chancellor shall preside over the meeting.

- 3.3.5 All members, including the Chairman, shall have only one vote. All matters in the meeting shall be decided by a simple majority vote. In the case of equality of votes, the Chairman of the meeting shall have a casting vote.
- 3.3.6 Two-thirds of the total members of the Board shall constitute a quorum for the meeting. In case the quorum is not complete, the meeting shall be adjourned for half an hour. The meeting shall be reconvened after half an hour at the same place. Neither a quorum, nor a notice shall be necessary in the case of such a meeting.
- 3.3.7 A meeting may be adjourned, if the business remains unfinished / incomplete. Such an adjourned meeting may take place at a future date. Notice of such an adjourned meeting shall be given to all members including those who were absent in the original meeting.
- 3.3.8 The Chairman, in accordance with the rules laid down, shall regulate decisions made at the meeting of the Board. If he/she is of the opinion that the decisions made at the meeting are inconsistent with any rule or bye-laws in force, the Chairman may make such changes as he/she considers essential and changes made by him/her shall be final.
- 3.3.9 Any member, not attending three consecutive meetings, without leave of absence, shall cease to be a member. The Chairman shall fill in the vacancy, so caused, before the next meeting.
- 3.3.10 The minutes of the proceedings of every meeting, along with action-taken reports on the decisions made at that meeting, shall be prepared by the Secretary and approved by the Chairperson.
- 3.3.11 A copy of each minutes of every meeting and action-taken report, prepared by the Secretary, shall be placed before the next meeting of the Board.
- 3.3.12 The members shall have right to raise point of order/ point of information during the meeting. The decision of Chairperson on point of order / point of information shall be final.



**STATUTE NO.-28****ADMINISTRATION OF ENDOWMENT/CORPUS FUNDS FOR THE AWARD OF FELLOWSHIPS,  
SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

(Refer Section 13 of the Act 2007)

1. The Board of Management may accept donations for creation of endowment fund in the University for the Award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
2. The Board of Management shall administer all the donations / endowments received.
3. The award shall be made out of the annual income accruing from the endowment.
4. Organization or the individuals intending to sponsor a fellowship, Scholarship / stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual Income shall be utilized for the payment of fellowships, scholarships, awards /prizes etc.
5. The Board of Management shall prescribe the conditions of depositing the endowment funds in secured instruments.
6. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
7. The detailed terms and conditions for fellowships, scholarships, awards / prizes shall be laid down in the M.O.U. for each case.
8. In case, any endowment is accepted by the Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
9. Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).

Approval for carrying the literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

**STATUTE NO.-29****CREATION OF CHAIRS**

(Refer Section 25 of the Act 2007)

**1. ESTABLISHMENT OF THE PROFESSORIAL / RESEARCH CHAIRS FOR CREATING FOCUSED SEATS / INSTITUTIONS OF HIGHER LEARNING.**

- 1.1 A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
- 1.2 The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and / or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
- 1.3 The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.

**2. IN FURTHERANCE OF THE OBJECTIVE OF THE ESTABLISHMENT OF A CHAIR, THE UNIVERSITY:**

- 2.1 Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
- 2.2 Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
- 2.3 May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.

- 2.4 May establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
- 2.5 May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.
- 2.6 May also procure essential raw material and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.
- 2.7 The establishment of the Chair shall require one-time donation amounting to at least Rs.2.0 crore or as decided by the Board of Management, by the donor, which can be supplemented subsequently at his / their discretion.
- 2.8 The donation shall be deposited in the University Endowment/Corpus Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.

**STATUTE NO. -30****PROCTORIAL BOARD**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Proctorial Board: Composition, Powers..
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. COMPOSITION:**

- 3.1 A Professor nominated by the Vice-Chancellor - Chairperson;
- 3.2 Dean of Students welfare;
- 3.3 The Chief Proctor - Convener;
- 3.4 All Proctors;
- 3.5 All Wardens of the Hostels; and
- 3.6 One Student nominated by the Vice-Chancellor from the Students Council.
- 3.7 Chief Proctor is assisted by additional proctors and all HODs will be the default members of the Proctorial board and will have a deciding role if student involved are of their departments.

- 3.8 The Proctorial board will have at least one lady member other than HODs and will be the chairman of the committee for enquiry against sexual harassment, Eve-teasing or disrespectful behavior or any misbehavior with a girl student

**4. SOME SPECIFIC RESPONSIBILITIES OF THE PROCTORIAL BOARD ARE AS FOLLOWS:**

- 4.1 Sri Aurobindo University has a Proctorial system where administration of student related matters pertaining to all acts of indiscipline are delegated to the Proctorial Board. SAU Proctorial Board is chiefly responsible for ensuring that rules and regulation framed by Institute are being followed by the students
- 4.2 To maintain discipline in the Institute; ensure Institute rules are understood and followed.
- 4.3 To keep an eye on the general moral behavior of the students.
- 4.4 To prevent the student from indulging in any political activities on Institute premises.
- 4.5 Cases of indiscipline or indecent behavior of any student, cases of individual/group harassment, threats, manhandling etc. are dealt strictly by the Proctorial Board.
- 4.6 The SAU Rules and Regulations are generally followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately depending on the nature and need of the enquiry

**5. NORMS AND PROCEDURES FOLLOWED DURING ENQUIRY:**

- 5.1 A student can lodge complaint in the office of any of the authority of SAU including Dean/Director/Chief Proctor/HOD/Chief Warden etc.
- 5.2 After receipt of a complaint it is scrutinized by the HOD and HOD is empowered to take necessary action against the accused as per "SAU Rules and Regulations for Students", with at least three other members of the Proctorial board.
- 5.3 If HODs and Chief Proctor ascertain that the offence pertains to the jurisdiction of Proctorial Enquiry then, subsequently, three members Proctorial Enquiry Committee is setup by Chief Proctor to conduct an in depth investigation.
- 5.4 Proctorial enquiry is an internal enquiry of SAU and hence, no other person, except the Board members and faculty or staff, is allowed to be present during

hearings. The accused or complainants is not allowed to be represented by a third party.

**6. THE PROCTORIAL BOARD WILL FOLLOW FOLLOWING PROCEDURE TO INITIATE ENQUIRY IF THE COMPLAINT IS ASCERTAIN:**

- 6.1 The complainant is called for hearing and his statement is recorded.
- 6.2 The accused person(s) is called for recording his/her statement.
- 6.3 Witnesses mentioned by both parties are listed and they are called for recording their depositions.
- 6.4 Any evidence, from security staff/ staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
- 6.5 A cross-examination of the accused and the complainant is conducted.
- 6.6 If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The authenticity is established from the submitted documents.
- 6.7 Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued and accused will be suspended from classes till he submit his defense and punishment is decided.
- 6.8 The defense given by the accused persons in the show cause notice is studied and examined.
- 6.9 A report is prepared as per the "SAU Students' Discipline and conduct Rules", appropriate disciplinary action is recommended.
- 6.10 Final report and recommendations is submitted to Dean/ Director for approval & final decisions
- 6.11 Consequently, the award of punishment is conveyed to the student duly signed by Chief Proctor and Director.
- 6.12 The punished student has the right to appeal against the punishment and Chairman is the empowered authority to deal with appeals.

**STATUTE NO. -31****CREATION OF NEW AUTHORITIES OF THE UNIVERSITY, PROCEDURE FOR STARTING NEW  
PROGRAM/ DEPARTMENT & SUBSEQUENT STATUTE**

(Refer Section 25 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Creation of new authorities of the university, Procedure for starting new Program/ Department & Subsequent Statute.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007) as amended from time to time;
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- 2.3 "Section" means Section of the Adhiniyam;

**3. CREATION OF NEW AUTHORITIES OF THE UNIVERSITY:**

Such other authorities as may be decided by the board of the management shall be established for the purpose of attainment of the objectives of the University with the approval of the Governing Body. The Composition, Powers and Functions of such authorities shall be specified in the subsequent Statutes, Ordinance, or Rules of the University.

**4. PROCEDURE FOR STARTING NEW PROGRAM/ DEPARTMENT:**

The University with the prior approval of its Board of Management and Governing Body, also where applicable, the relevant Statutory bodies. Such Institutions shall inform the Commission about starting of a new course/ program/ department/ school/ center in its

existing main campus, within one month of the grant of approval by the Board of Management of the University and concerned statutory bodies.

- 5.1 The head of a constituent college/institute of the University, desirous of launching a new academic program, shall submit to the Registrar of the University proposal in respect of the new proposed program on or before the date prescribed by the respective council.
- 5.2 The proposal for launching a new academic program shall be submitted to University or Respective Council. Registrar shall place the proposal, before the Academic Council for their consideration.
- 5.3 On the recommendation of the Academic Council, the Registrar shall place the proposal, along with modifications or additions suggested by Academic Council, if any, before the Board of Management for their consideration and approval.
- 5.4 In the event of the proposal being approved by the Board of Management, the Registrar shall submit to the respective council or UGC, if necessary, a proposal for launching the said program
- 5.5 The Registrar shall convey the decision of the Board of Management/ respective council/UGC to the constituent college/ institute, which had initiated the proposal.

#### **5. SUBSEQUENT STATUTES:**

Any additions or modifications of the statutes shall be proposed ~~made~~ by the Board of the Management with the approval consent of the Governing Body and shall be sent to the State Government through MPPURC for the approval. The State Government shall consider the proposal received from MPPURC.

In case of any dispute / difference of Interpretation of provisions made in the Ordinances, Statutes and Regulations, the decision of the Chancellor shall be final.



**STATUTE No. -32****PREPARATION AND MAINTENANCE OF SENIORITY LIST OF UNIVERSITY TEACHERS****1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, **Preparation and maintenance of seniority list of university teachers.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
  - 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
  - 2.3 "Section" means Section of the Adhiniyam;
  - 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;
3. For the purpose for the Act, the Statute and the Ordinances the Seniority of Teachers in the University Teaching. Department/School/Institute/College shall be determined in accordance with the length of continuous services in the university or any other university establish under any Central or State act.
  4. The seniority of Dean/Principal/HOD/Professor/Reader/Associate Professor/Assistant Professor/Lectures/Demonstrator shall be prepared separately.
  5. If after applying the foregoing provisions to the extent possibly, the Seniority of two or more teachers are equal, their seniority interse shall be determined in accordance with seniority in age.

**STATUTE NO.-33****OTHER OFFICER OF THE UNIVERSITY**

(Refer Section 20 of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, **Other officer of the University.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;
3. In addition to the Officers mentioned in chapter III(14) – "a to e" of the Adhiniyam, the following shall be the Officers of the University:
  - 3.1 Chief Executive Officer Administration
  - 3.2 Chief Executive Officer Maintenance
  - 3.3 Chief Operating Officer
  - 3.4 General Manager Operation
  - 3.5 Examination Controller
  - 3.6 Chief Proctor
  - 3.7 University Librarian
  - 3.8 Director of Physical Education
  - 3.9 Deputy Registrar
  - 3.10 Controller, University Information Technology
  - 3.11 Deputy Librarian
  - 3.12 University Engineer
  - 3.13 Deputy Director of Physical Education
  - 3.14 Assistant Registrar
  - 3.15 Deputy Controller University Information Technology
  - 3.16 Assistant Director of Physical Education
  - 3.17 Proctor
  - 3.18 Dean Student welfare
  - 3.19 Training and Placement officer
4. The scales of pay and selection procedure for the posts mentioned above shall be as prescribed by the University from time to time.
5. The powers and duties of each Officer mentioned in this Statute shall be such as the Board of Management may determine.

**STATUTE NO.-34****APPOINTMENT OF THE TEACHERS IN THE UNIVERSITY**

(Refer Section 26(d) of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Appointment of the Teachers in the University.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

3. The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE, NMC, DSC, PCI and / or other Regulatory Councils for the courses offered by the University.

**4. ELIGIBILITY FOR APPOINTMENT:**

- 4.1 A person will be appointed on an academic position according to the qualifications as prescribed by the NMC, DCI, DSC, PCI, UGC, AICTE and other competent bodies according to the courses offered by the University.
- 4.2 Wide publicity will be given for the vacancies to be filled in through portal of the University.

**5. CONSTITUTION OF SELECTION COMMITTEE:**

- 5.1 Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of institute.
- 5.2 The Selection Committee shall consist of the following members:
- Vice – Chancellor – Chairperson
  - The Dean/Principal/Director of the of the concerned Institute
  - The Head of the concerned department
  - Two experts not below the rank of Professor of University not connected with the University to be nominated by the Vice-Chancellor; from a panel of Five approved by the Chancellor
  - Registrar – Secretary

**6. SCREENING COMMITTEE:**

A Screening Committee consisting of three members, appointed by the Vice -Chancellor shall screen all the applications received in response to wide publicity The Committee will prepare a summary of eligible candidates to be called for an interview taking into account the Academic Performance Indices (APIs) merit as per UGC prescribed guidelines. Also, a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the eligible candidates up to certain cut off APIs for interviews in case of excessive number of applications of eligible candidates received.

**7. RECOMMENDATIONS OF SELECTION COMMITTEE:**

The Selection Committee shall recommend to the Board of Management the names of selected candidates, arranged in order of merit, if any, of the persons who it considers

suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification.

**8. FIXED PERIOD / PART-TIME / CONTRACTUAL FACULTY:**

In addition to full-time teachers, the Board of Management / the Vice - Chancellor may also decide to engage teachers for a fixed period (not exceeding 3 years), part time, or on contractual basis along with terms and conditions such as honorarium, TA / DA, if any, conveyance charges etc. of such engagements, from time to time.

**9. EMINENT/ADJUNCT / VISITING PROFESSORS:**

- 9.1 The Vice - Chancellor on the recommendations of the Head of the Department and the Dean of the Faculty may invite Eminent/ Adjunct / Visiting Professors, in consultation with the Chancellor. All such appointments shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed a period of three years.
- 9.2 For the appointment in these categories, mentioned in (a) above the Vice - Chancellor may on his own consider and recommend appointment of distinguished scholars, scientists, writers or artists by relaxing qualifications and eligibility criterion, provided the Board of Management and the Chancellor approves such appointments.

**STATUTE NO.-35****DISCIPLINARY ACTION AGAINST TEACHERS**

(Refer Section 26(f) of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, **Disciplinary Action Against Teachers.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
  - 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
  - 2.3 "Section" means Section of the Adhiniyam;
  - 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.
3. Whenever, there is a complaint of misconduct against the Faculty member, the Vice-Chancellor shall constitute a fact finding committee and if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.
  4. Based upon the Enquiry Committee's report, the Vice - Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice-Chancellor shall further report the matter to the services of Board of Management for approval. The decision so taken shall be the final
  5. An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of receiving of the communication of such order.

**STATUTE NO.-36****CATEGORY OF THE NON-TEACHING EMPLOYEES**

(Refer Section 26(e) of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, **Category of the Non-Teaching Employees.**
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
- 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- 2.3 "Section" means Section of the Adhiniyam;
- 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam
3. Following types of non-teaching employees will be employed by the University:
  - 3.1 Permanent / Probationary Employees.
  - 3.2 Contractual Employees.
  - 3.3 Casual Employees/ Outsource Employees.
4. Permanent employee shall be appointed against a clear vacancy by a committee as prescribed in the Regulation and shall be kept on probation for a period of one year. The services could be terminated if the performance is found to be unsatisfactory, with/without serving notice. The probationary period could also be extended, if the performance is found to be unsatisfactory in a working period of eleven (11) months or less.
5. Contractual employee means an employee who is appointed on contract basis for a specified period.
6. Casual/Outsource Employee means an employee who is engaged on the basis of third-Party.
7. The service conditions for all the above types of employees shall be as prescribed in the Statutes and Regulations.
8. The selection committee for non-teaching employees will be prescribed by the Statues.
9. The procedure for appointment of no-teaching employees will be prescribed by the Statues.

**STATUTE NO.-37****DISCIPLINARY ACTION AGAINST NON-TEACHING EMPLOYEE**

(Refer Section 26(f) of the Act 2007)

**1. SHORT TITLE AND COMMENCEMENT:**

- 1.1 This Statute may be called the Sri Aurobindo University, Indore, Madhya Pradesh, Disciplinary Action against Non-Teaching Employee.
- 1.2 This shall come into force with effect from the date of Publication in the Official Gazette.

**2. DEFINITIONS:**

- 2.1 "Adhiniyam" means, the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
  - 2.2 "Statute" means the Statute made under the provisions of sub-section (1) of section 26 of Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
  - 2.3 "Section" means Section of the Adhiniyam;
  - 2.4 Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.
3. Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact-finding committee and if necessary, based on the fact-finding Committee's recommendations, may institute an Enquiry Committee for the purpose.
  4. Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination of the services, the Registrar shall report the matter to and seek consent of the Vice - Chancellor whose decision will be final.
  5. An appeal against any action can be made to the Chancellor or his/her nominee within 30 days from the date of passing such order.



## राजस्व विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 29 जुलाई 2021

एफ-02-07-2015-सात-7.—मध्यप्रदेश भूमिस्वामी एवं बटाईदार के हितों का संरक्षण अधिनियम, 2016 (क्रमांक 13 सन् 2018) की धारा 16 द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, राज्य सरकार, एतद्वारा, निम्नलिखित नियम बनाती है जो मध्यप्रदेश राजपत्र भाग 4 (ग) दिनांक 25 जून 2021 में पूर्व प्रकाशित किया जा चुका है, अर्थात्:—

### नियम

1. **संक्षिप्त नाम.**—इन नियमों का संक्षिप्त नाम मध्यप्रदेश भूमिस्वामी एवं बटाईदार के हितों का संरक्षण नियम, 2021 है.

2. **परिभाषाएं.**—(1) इन नियमों में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो,—

- (क) “अधिनियम” से अभिप्रेत है, मध्यप्रदेश भूमिस्वामी एवं बटाईदार के हितों का संरक्षण अधिनियम, 2016 (क्रमांक 13 सन् 2018);
- (ख) “इलेक्ट्रॉनिक-हस्ताक्षर” से अभिप्रेत है, सूचना प्रौद्योगिकी अधिनियम, 2000 (क्रमांक 21 सन् 2000) में यथा परिभाषित इलेक्ट्रॉनिक ‘चिह्नक’;
- (ग) “प्ररूप” से अभिप्रेत है, इन नियमों से संलग्न प्ररूप;
- (घ) “धारा” से अभिप्रेत है, अधिनियम की धारा;
- (ङ) “वेबपोर्टल” से अभिप्रेत है, आयुक्त भू-अभिलेख के द्वारा विनिर्दिष्ट वेबसाइट पोर्टल.

(2) उन शब्दों तथा अभिव्यक्तियों के, जो इन नियमों में प्रयुक्त हुए हैं किन्तु परिभाषित नहीं किए गए हैं, के वही अर्थ होंगे, जो अधिनियम में समनुदेशित किए गए हैं.

3. **अनुबंध का प्रस्तुत किया जाना.**—(1) धारा 4 की उपधारा (1) के अधीन निष्पादित किए गए अनुबंध की स्केन की हुई प्रति वेबपोर्टल के माध्यम से ऐसे अनुबंध के दोनों पक्षकारों द्वारा ऑनलाईन प्रस्तुत की जा सकेगी. अनुबंध अन्तर्गत सम्मिलित भूमि के ब्यौरे [WWW.mpbhulekh.gov](http://WWW.mpbhulekh.gov). पोर्टल से प्राप्त (fetch) किए जाएंगे.

(2) ऐसे अनुबंध का ऑनलाईन प्रस्तुतीकरण दोनों पक्षकारों के इलेक्ट्रॉनिक हस्ताक्षरों के अधीन किया जाएगा.

(3) अनुबंध के प्रस्तुत किए जाने पर तत्काल इलेक्ट्रॉनिक हस्ताक्षर से प्ररूप-एक में पावती जारी होगी. कोई भी पक्षकार ऐसी पावती का प्रिंटआउट ले सकेगा.

(4) उप-नियम (1) के अधीन एक बार प्रेषित अनुबंध पोर्टल पर ग्रामवार एवं तहसीलवार स्वतः ही अभिलिखित एवं प्रदर्शित होंगे.

4. विवादों के निपटारे के लिए प्रक्रिया.—(1) मध्यप्रदेश भू-राजस्व संहिता, 1959 (क्रमांक 20 सन् 1959) की धारा 258 के अधीन बनाए गए मध्यप्रदेश भू-राजस्व संहिता (राजस्व न्यायालयों की प्रक्रिया) नियम, 2019 के उपबंध विवादों के निपटारे के लिए यथावश्यक परिवर्तन के साथ अनुसरित किए जाएंगे.

(2) तहसीलदार कोई आदेश पारित करने के पूर्व प्रत्येक हितबद्ध पक्षकार को सुनवाई का अवसर प्रदान करेगा.

### प्ररूप-एक

पावती

प्रति,

श्री/श्रीमती/कुमारी . . . . .

पुत्र/पुत्री/पत्नी . . . . .

पता . . . . .

मध्यप्रदेश भूमिस्वामी एवं बटाईदार के हितों का संरक्षण नियम, 2021 के नियम (3) के अधीन प्ररूप-एक में . . . . . (प्रथम पक्ष) एवं . . . . . (द्वितीय पक्ष) के द्वारा निष्पादित बटाई अनुबंध का प्रस्तुतीकरण एतद्वारा किया गया.

(इलेक्ट्रॉनिक हस्ताक्षर)

सील

प्राप्तकर्ता के हस्ताक्षर एवं पद

दिनांक . . . . .

स्थान . . . . .

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

मुजीबुर्रहमान खान, उपसचिव.

भोपाल, दिनांक 29 जुलाई 2021

क्र. एफ-02-07-2015-सात-7.—भारत के संविधान के अनुच्छेद 348 के खण्ड (3) के अनुसरण में, इस विभाग की अधिसूचना क्रमांक एफ-02-07-2015-सात-7, दिनांक 29 जुलाई 2021 का अंग्रेजी अनुवाद राज्यपाल के प्राधिकार से एतद्द्वारा प्रकाशित किया जाता है।

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

मुजीबुर्रहमान खान, उपसचिव.

Bhopal, the 29th July 2021

F. 02-07 -2015-VII-Sec-7.—In exercise of the powers conferred by Section 16 of the Madhya Pradesh Bhumiswami Evam Bataidar Ke Hiton Ka Sanrakshan Adhiniyam, 2016 (No. 13 of 2018), the State Government hereby, makes the following rules which have been previously published in the Madhya Pradesh Gazette Part IV(c) dated 25<sup>th</sup> June 2021, namely:—

## RULES

1. **Short title.**—These rules may be called the Madhya Pradesh Bhumiswami Evam Bataidar Ke Hiton Ka Sanrakshan Niyam, 2021.

2. **Definitions.**—(1) In these rules unless the context otherwise requires —

- (a) 'Act' means the Madhya Pradesh Bhumiswami Evam Bataidar Ke Hiton ka Sanrakshan Adhiniyam, 2016 (No. 13 of 2018);
- (b) 'Electronic Signature' means electronic signature as defined in the Information Technology Act, 2000 (No. 21 of 2000);
- (c) 'Form' means forms appended to these rules;
- (d) 'Section' means the section of the Act;
- (e) 'Web Portal' means website portal specified by the Commissioner Land Records.

(2) words and expression used in these rules but not defined in these rules and defined in the Act shall have the same meaning respectively assigned to them in the Act.

3. **Submission of agreement.**—(1) The scanned copy of agreement executed under sub-section (1) of Section 4 may be submitted online by both parties of such agreement through designated web portal. The details of land subjected to agreement shall be fetched from [www.mpbhulekh.gov.in](http://www.mpbhulekh.gov.in) Portal.

(2) Online submission of such agreement shall be made under electronic signatures of both the parties.

(3) On submission of agreements, the electronically signed acknowledgement shall be generated in Form-I forthwith.

Any party may get the printout of such acknowledgement

(4) Agreement, once submitted under sub-rule (1) shall automatically be recorded and fetched village wise and Tahsil wise on the portal.

**4. Procedure for disposal of disputes.**—(1) The provisions of the Madhya Pradesh Bhu-Rajasva Sanhita (Rajasva Nyayalayon Ki Prakiya) Niyam, 2019 made under Section 258 of the Madhya Pradesh Land Revenue Code, 1959 (No. 20 of 1959) shall so far as may be, be followed mutatis mutandis for disposal of disputes.

(2) The Tahsildar before passing any order shall give opportunity of being heard to every interested party.

#### Form-I Acknowledgement

To,

Shri/Smt./Ku. ....

Son/Daughter/Wife of .....

Address ...

The submission of the Agreement of Batai executed by ..... (first party) and ..... (second party) in Form-I under rule (3) of the Madhya Pradesh Bhumiswami Avam Bataidar Ke Hiton Ka Sanrakshan Niyam, 2021 is hereby acknowledged

Date ..... Seal

Place .....

(Electronic Signature)

Name and designation of Receiver

By order and in the name of the Governor of Madhya Pradesh,  
MUJEEBUR REHMAN KHAN, Dy. Secy.